

Truck Driving Academy

CATALOG

3079 Kilgore Road, Ste C
Rancho Cordova, CA 95670
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Yuba City, CA 95991
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www.tdadivers.com

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This document is an official document that publishes the policies, procedures, rules and regulations of the Truck Driving Academy, located at 3079 Kilgore Road, Ste C, Rancho Cordova CA 95670 and a de-centralized facility at 6516 Mattos Lane, Sacramento CA 95827.

Truck Driving Academy has one (1) auxiliary branch campus located at:

1250 Market Street, Suite A, Yuba City, CA 95991

Truck Driving Academy reserves the right to change or modify by reasonable notice, the regulations, curricula, courses, tuition, and fees or any aspect of its programs prescribed in this catalog.

Truck Driving Academy does NOT provide English-as-a-second language instruction.

Yuba City location is not approved for VA funding.

Students are required to have the ability to read, speak, and understand English language sufficiently to converse with the general public, to understand highway traffic signs and signals, to respond to official inquiries, and to make legible entries on reports and records.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

www.bppe.ca.gov

Toll-free telephone number (888) 370-7589 or by fax (916) 263-1897

CONSUMER INFORMATION

If you have any questions regarding the contents of this publication or if you need any additional information you may contact the administrative office during the hours of 8:00 a.m. – 4:00 p.m., Monday – Friday. The telephone number is (916) 381-2285.

Personnel designated to assist you are:

Katelyn Huber – Director of Operations
Manuel Sequeira – Vice President
Charles Grant – Vice President

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TO THE PROSPECTIVE STUDENT

I would like to take this opportunity to welcome you to Truck Driving Academy. We are proud to offer occupational training programs that provide accessibility to one of the nation's fastest growing industries – transportation. We are confident that our graduates will find a plentiful job market throughout the distant future in any aspect of the industry they desire to work in.

The transportation industry plays a vital role in our nation's very survival. Through the toughest economic times, the transportation industry has made continuous growth. America needs quality, professional drivers to provide that necessary link between supply and demand.

At Truck Driving Academy, we are dedicated to providing excellence in education with an emphasis on safety for students seeking a career in Commercial Driving. Our institution maintains modern facilities, necessary equipment for excellent training, the latest instruction materials, and instructors with years of experience.

Please accept my invitation to visit our facility, talk with our staff, and meet our instructors. It is our sincere hope that you will become a part of the Truck Driving Academy family.

Manuel Sequeira
Vice President

APPROVAL DISCLOSURE STATEMENT

The Truck Driving Academy, 3079 Kilgore Road, Ste C, Rancho Cordova CA 95670, a private institution, is licensed to operate by the Bureau for Private Postsecondary Education (BPPE). Truck Driving Academy is required to state that such BPPE licensing does not mean that educational programs are endorsed or recommended by the state or BPPE; the license to operate does not indicate that Truck Driving Academy exceeds the minimum state standards set for the in Title 3, Division 10, Part 59, Chapter 8 of the Education Code. Institutional licensing must be re-approved every five years and is subject to continuing review. Truck Driving Academy currently has license to offer the following program:

OTR Truck Driver – 160 clock hours

The Truck Driving Academy does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

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.

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 toll free or by completing a complaint form which can be obtained on the bureau's internet website, www.bppe.ca.gov.

HISTORY

Prior to 1985, the area of North-Central California possessed minimal instruction and training for individual's hopeful for a career in the commercial transportation industry. Responding to this need led the owners of Truck Driving Academy to open on January 1, 1985 in Sacramento, California. Both Charles J. Grant and Manuel Sequeira, founders and officers of this institution, have extensive backgrounds in transportation related industries. The main campus was originally housed at 5711 Florin Perkins Road, Sacramento, CA in a suite that consisted of three small rooms. Today, Truck Driving Academy has grown to become a well-established vocational educational institution. Although we have grown significantly over the past 30 years, our philosophy continues to remain the same: to provide quality, personal training to individuals seeking a career in the transportation industry.

MISSION AND OBJECTIVE

Truck Driving Academy is committed to providing its students with the highest quality of education through a curriculum designed to prepare students for entry-level employment in their chosen career field. Through hands-on experience students will have the opportunity to perfect their practical skills enabling them to advance quickly within their chosen occupation in the transportation industry.

ACCREDITATION

The Truck Driving Academy is an unaccredited institution. Any student enrolled in our institution is not eligible for federal financial aid.

STUDENT TUITION RECOVERY FUND

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

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

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

LIBRARY

All materials needed to be successful at Truck Driving Academy are provided during the training course. If one would like additional resources, the nearest local library is located at: 9845 Folsom Blvd, Sacramento, CA 95827.

CATALOG UPDATE POLICY

The Truck Driving Academy reviews the catalog annually and reserves the right to change or modify as needed at any time. Should modifications affect incoming students, it will not affect those currently enrolled in training.

FACILITY AND EQUIPMENT

This institution, the facilities it occupies and equipment it utilizes, fully comply with any and all federal, state and local ordinances and regulations, including those requirements as to fire safety, building safety, and health. Classroom facilities and administrative offices do not have any obstructions that would hinder entry or exit by the handicapped.

Facilities of the Truck Driving Academy are well planned and designed for student comfort. All classroom and office areas are well lit, ventilated, and adhere to the stringent regulatory requirements of the State of California. Students are afforded the opportunity of utilizing classrooms, library (placed in the classroom), student lounge and ample parking area. Classroom space is equipped with audio-visual supplies, including televisions and DVD player, computer, and VCR. Truck Driving Academy also maintains safe equipment for its training purposes.

SACRAMENTO

The Sacramento office and classroom are in a large, three office suite which includes the classroom. Coffee is available daily. There is a breakroom on site for students and staff. A microwave and refrigerator are provided for student use as well.

The skills yard is about 9 miles from the office and is close to two acres. There is a shaded area for the students to use. We have water available as well. It is set up so that two students can safely practice skills at the same time.

YUBA CITY

The Yuba City office and classroom are about 600 square feet. There is a kitchen area with a refrigerator, sink, coffee maker, and a microwave for those who bring their lunch to school. Fresh coffee is available every morning. The classroom and office area are separated with a large room divider.

The skills yard (where the trucks are) is about 10 miles from the office. The yard is about 1 acre and set up so that two students can safely practice skills at the same time. We have a canopy for shade and water.

CLASSROOM TRAINING

Students will be taught in a variety of methods: video's, lectures, presentations, practice tests, and discussions. Students receive a study guide to be used while in training.

BEHIND-THE-WHEEL TRAINING

We have several 10 speed Freightliners, Prostars, and Eagles trucks for the behind the wheel portion. Each truck can accommodate four (4) students and the instructor. We use both 53' and 28' trailers for training so that the students will be prepared to work for many different companies.

BUSINESS HOURS

| | | |
|--------------------|-----------------|-------------------------------------|
| Office hours: | Monday – Friday | 8:00 a.m. to 4:00 p.m. |
| Instruction hours: | Monday – Friday | 8:00 a.m. to 4:30 p.m. (classroom) |
| | Monday – Friday | 7:00 a.m. to 3:30 p.m. (range/yard) |

*Instructional hours may change based on weather or other circumstances;
students will be notified of any changes in advance.*

HOLIDAY SCHEDULE

Classes are not scheduled on the dates listed below for holidays and school vacation. Important scheduling information (operating hours, holidays, vacations, class schedules and revisions of them) will be announced to students in advance.

| | | | |
|----------|------------------|----------|------------------|
| 05-29-17 | Memorial Day | 11-23-17 | Thanksgiving Day |
| 05-28-18 | | 11-22-18 | |
| 07-04-17 | Independence Day | 12-25-17 | Christmas Day |
| 07-04-18 | | 12-25-18 | |
| 09-04-17 | Labor Day | 01-01-17 | New Year's Day |
| 09-03-18 | | 01-01-18 | |
| 11-10-17 | Veteran's Day | | |
| 11-12-18 | | | |

STAFF AND FACULTY

OWNERSHIP

Manuel Sequeira - Owner-Partner
Charles J. Grant - Owner-Partner

ADMINISTRATION & STAFF

Katelyn Huber – Director of Operations

FACULTY NAME - YEARS OF EXPERIENCE

| <u>Instructor Name</u> | <u>Years Exp.</u> | <u>Location</u> | <u>Instructor Name</u> | <u>Years Exp.</u> | <u>Location</u> |
|------------------------|-------------------|-----------------|------------------------|-------------------|-----------------|
| Julie Clark | 25 | Yuba City | Kevin Young | 8+ | Yuba City |
| Charley Greene | 20+ | Sacramento | | | |

All faculty members employed with Truck Driving Academy meet or exceed the minimum requirements set forth by the Bureau for Private Postsecondary Education. In addition to those requirements, Truck Driving Academy requires all instructors to:

- 1) Be 21 years of age or older.
- 2) Possess a minimum of three (3) years of successful, verifiable experience driving bus or driving related to the transportation industry.
- 3) Possess a high school diploma or equivalent.
- 4) Be able to pass the D.O.T. physical exam.

CALENDAR 2015-2016: All classes begin Monday of each week. In the event Monday is a holiday, the class will begin Tuesday. *See list of scheduled holidays above.

PROGRAM INFORMATION

CLASS SIZE

Class sizes will vary for all programs offered. Maximum student to classroom instructor in Sacramento is 6 to 1; Modesto is 6 to 1; and Yuba City is 6 to 1. Behind the wheel ratio is scheduled at 4 students to 1 instructor per tractor. Instruction ratios may vary slightly according to class enrollment, program presentation, guest speakers, or other uncontrollable events.

COURSE DESCRIPTION – OTR DRIVER TRAINING

VOCATIONAL OBJECTIVE:

To train adults in the safe operation of tractor-trailer combinations and prepare them for the driver finishing programs offered by over-the-road trucking companies as on the job training. Upon completion of the 160 hours, graduates will have the requisite skills to obtain employment in the trucking industry with companies that deliver throughout the United States and Canada as a Heavy Truck Driver.

CLASS SCHEDULES:

Class at all locations start on a Monday; frequency is determined by enrollment needs. Class sessions will be:

Monday through Friday, 8:00 am to 4:30 pm, for one (1) week;

Monday through Friday, 7:00 am to 3:30 pm, for three (3) weeks to complete the 4 week program.

*Students will receive two ten minute breaks (one in the morning and one in the afternoon) as well as a 30 minute lunch break.

**Class times are subject to change. Students will be notified as soon as a change is determined necessary.

OTR DRIVER CURRICULUM OUTLINE

| Unit | Description | |
|------|---|----------|
| 1. | <u>Classroom Instruction</u> | 40 hrs. |
| | <ul style="list-style-type: none">▪ Comprehension of safety concepts.▪ Knowledge of State and Federal Laws.▪ Knowledge of air brake system and warning devices.▪ Comprehension of basic braking techniques.▪ Log Books – Hours of Service▪ Life on the Road – Personal Health & Budgets▪ Endorsement Study – HazMat, Doubles/Triples, and Tankers | |
| 2. | <u>Field Instruction</u> | 120 hrs. |
| | Lab/Range/Observation (70 hrs.) | |
| | <ul style="list-style-type: none">▪ Knowledge of vehicle inspections and reports.▪ Name and identify vehicle control systems.▪ Observation Time▪ Coupling and Uncoupling | |
| | Backing/Skills (16 hrs.) | |
| | <ul style="list-style-type: none">▪ Comprehension and practice of shifting, backing tractor-trailer, and parking maneuvers. | |
| | Driving (18 hrs.) | |
| | <ul style="list-style-type: none">▪ Demonstrate basic to proficient shifting techniques, turns and cornering.▪ Demonstrate use of communication devices.▪ Practice and demonstrate speed control, space management, and visual search techniques.▪ Demonstrate all competencies while driving in traffic, freeway and city driving. | |
| | Proficiency Development (16 hrs.) | |
| | <ul style="list-style-type: none">▪ Can be used for any and all of the above training aspects | |

DMV LICENSE TEST

All students have the opportunity to license at the Department of Motor Vehicles (DMV) at the end of their 160 hour course. Licensing is NOT a requirement of graduation, however it is necessary to obtain employment as a commercial driver. License testing at DMV consists of the following: ability to perform the Pre-Trip Inspection, proficiency with backing and parking skills, completing a road test which shows proficiency in shifting and driving.

GRADUATION REQUIREMENTS

The graduation requirements are as follows:

1. Students must successfully complete 80% (128 hours) of the hours.
2. Students must maintain satisfactory attendance throughout the course.
3. Students must maintain satisfactory academic progress with a grade of 70% or better.

Students will receive their Truck Driving Academy Certificate of Completion immediately after all graduation requirements have been satisfied.

ENROLLMENT

ADMISSION PROCEDURES

Interested individuals are required to complete an Application for Training. The Admissions Representative will interview the applicant, explain the training program, career opportunities in truck driving, and the admission requirements to determine if the applicant would qualify.

Qualified applicants are required to complete all necessary forms, take the entrance exam, and make the arrangements for payment through our Administration Office.

Each applicant file is reviewed by the School Director. The School Director makes the final decision for acceptance. Applicants are notified promptly after this review. Any applicant rejected for training will receive 100% of all money paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

ADMISSION REQUIREMENTS

Instruction is in residence with facility occupant level accommodating 15 students per classroom at any one time. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

Applicants applying for admission to the all of the Truck Driving Academy programs must meet the following criteria:

1. Applicants must provide a copy of their 10 year (DMV, H-6) motor vehicle driving record which will be assessed by the School Director.
2. Applicants must be eighteen (18) years of age to enroll in the Truck Driver Training programs.
3. Applicants must pass a drug screen prior to any behind the wheel training.
4. Applicants must be able to pass the DOT physical. Requirements for the DOT physical can be found at <http://www.dmv.ca.gov/portal/dmv/forms/forms/dl/dl51.pdf>

The Truck Driving Academy does not admit students from other countries.

TUITION & FEES

OTR Truck Driver - The tuition for the 160 clock hour program is \$6,995.00 and includes a \$75.00 registration fee. The \$73.00 DMV permit fee*, \$75.00 Physical exam and \$75.00 drug test fees are separate. Additionally, the student will be charged \$0.00 in non-refundable STRF Fees as described on page 7.

***Permit fee is mandated by DMV and may change without notice.**

CANCELLATION

You may cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If you cancel, any payment you have made will be returned to you within 45 (40 for VA students) days following the school's receipt of your cancellation notice. To cancel the contract for school, mail or deliver a *signed and dated copy of the cancellation notice or other written notice* to:

TRUCK DRIVING ACADEMY
3079 Kilgore Road, Ste C
Rancho Cordova, CA 95670

WITHDRAWAL POLICY

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The student has the right to withdraw from school at any time and receive a refund of 60% pro rata (VA funded students will receive a 100% pro rata) refund for the part of the course not taken, based on the last day of actual attendance.

For the purposes of determining whether a refund is due, the following situations will be considered a withdrawal from the program:

- Submitting a written request for withdrawal (see policy under Cancellation)
- Termination for progress or conduct
- Absence of 3 consecutive days without contact with the office staff

SPECIAL CASES

In the case of prolonged illness, death in the family, or other circumstances that would make it hard or impossible for the student to finish, the student may speak with Jennifer McSwain, Director and make arrangements for a Leave of Absence.

REFUND

The refund will be calculated in the following manner and, if applicable, sent to the student within 30 days. Truck Driving Academy does not charge for equipment. The policy is also outlined on the enrollment agreement.

*The registration fee (\$75.00) is non-refundable.
The Drug Screen fee (\$75.00) and Physical fee (\$75.00) are non-refundable
if services have been rendered at the time of cancellation.*

The amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction. The hourly charge is; the tuition of \$4995.00 minus \$75.00 registration fee divided by the total number of hours in the program. The registration fee is then added back for the total charge. The refund would be any excess of the amount paid by the student minus the amount charged for hours of attendance. Example: Student attends classes for three weeks and has 120 hours of attendance. The student paid \$2000.00 in cash and the refund would be calculated as follows:

| | | | |
|--------------------|-----------|-----------------|---------|
| Step 1 | | Step 2 | |
| Tuition: | 4995.00 | Tuition | 4920.00 |
| Registration Fee - | 75.00 | Total Hours | -.- 160 |
| Total : | = 4920.00 | Hourly Charge = | 30.75 |

Step 3

| | | | |
|-----------------------|----------|---------------------|------------|
| Hourly Charge | 30.75 | Amount Student Paid | 3,500.00 |
| Hours of Attendance x | 88 | Total Charge | - 2,781.00 |
| Charge for Hours = | 2,706.00 | Refund Due Student | = 719.00 |
| Registration Fee + | 75.00 | | |
| Total Charge = | 2,781.00 | | |

Please note: *If a student's tuition and fees are paid by a third-party organization, such as Workforce Investment Area voucher or a federal, state or private vocational rehabilitation program and the student is not obligated to re-pay the third-party organization, a refund is not due or payable to the student. In the event of a school closure, a full consideration shall be refunded.*

VA STUDENTS:

The maximum registration fee allowable for Veterans attending a non-accredited institution is \$10.00. The refund for eligible veterans would be adjusted accordingly, and sent directly to the student.

The amount charged for tuition, fees, and other charges for a portion of the course does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to the total length.

CREDIT EVALUATION POLICY

Students with previous training in the course pursued will be evaluated upon enrollment. Evaluation will be based upon any and all of the following methods:

- written examination
- oral examination
- drive test
- all transcripts of prior training will be requested for evaluation

Credit allowed will be recorded on the enrollment record and the length of the course shortened proportionately.

GRADING

Satisfactory progress is based upon the quality of performance and on objective skills which can be measured. Truck driving requires the attainment of specific theoretical and practical knowledge of law, equipment handling, driving techniques and other matter. Testing and examinations are given to ensure that students have met with the minimum or exceeded the requirements of both the regulatory process and our own institution. The specific grade ratings utilized for the Truck Driver Training program are as follows:

Students must maintain a minimum grade point average of 1.5 or 65% at the end of the first 25% of the program; a 2.0 grade point average or 70% at midpoint; a 2.0 grade point average or 70% at the end of 75% of the program; and achieve a 2.0 grade point average or 70% upon graduation.

Students will be evaluated at the above intervals.

GRADING SCALE

| GRADE | POINTS | LEVEL |
|-------|--------|------------|
| A | 4 | 90 – 100% |
| B | 3 | 80 – 89% |
| C | 2 | 70 – 79% |
| D | 1 | 60 – 69% |
| F | 0 | Below 60% |
| INC | 0 | Incomplete |

SATISFACTORY PROGRESS

- A. Conditions for interruption for unsatisfactory progress: Any student not maintaining the minimum grade point averages will be placed on probation for a one-week period. If the grade level does not improve during the next one-week period, the student will be interrupted. A grade point of 'O' or 'F' indicates the class must be repeated. A grade of 'inc.' indicates that additional course work needs to be repeated. If a student withdraws early from school, an incomplete is assigned for the course. Truck Driving Academy's programs are to be completed within one and one half times the approximate length listed in the training section of the catalog. *VA students' benefits are only paid for the approved program length of 160 hours.*
- B. Student behavior that is uncharacteristic, unbecoming and certainly volatile of normal conduct can result in termination from the program. If the school administration determines a student to be UNSAFE in the operation of a vehicle, the student will be suspended for a period designated by the school director. UNSAFE is defined as: the inability to control, maneuver or stop the equipment he or she is operating to the extent that such ineptitude would place the student, other students, instructors or the general public at risk.

- C. Re-enrollment or re-entrance will be approved only after evidence is shown to the Director's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified.

STANDARDS OF PERFORMANCE

Students are measured in terms of their level of performance of tasks, tests and examinations.

1. Failure to maintain satisfactory attendance will result in specific advising and recommendations by instructors.
2. Failure to perform work assignments will result in a negative grade.
3. Students who do not maintain the minimum grade point averages are placed on probation.
4. Students' behaviors that are uncharacteristic, unbecoming, and certainly volatile of normal conduct can result in termination from the program.
5. Failure to pass the DOT drug test will result in interruption from class. Students may return to class after certain conditions set up by DOT regulations are met. Students must coordinate with School Director.
6. All problems or difficulties that a student encounters, whether in a behavioral or academic sense, should first be presented to the instructor in charge. Students should realize that the school encourages open communication and has the desire to resolve all problems.

STUDENT CONDUCT

Student conduct will be evaluated on a daily basis with emphasis directed in the following areas: safety conscientiousness, diligence and positive learning habits. Activities such as boisterousness, obscenity, and horseplay that interfere with the progress of other students will not be tolerated.

No abusive substances to include: alcohol, drugs etc. are allowed on school property. Students are forbidden to be under the influence of drugs or alcohol while attending school. Violation of these policies shall subject a student to termination.

Students are encouraged to discuss personal and/or school problems with the instructor in charge or the school director. Every attempt will be made to assist the student in resolving such problems to enable the student to continue the training without interruption.

ATTENDANCE

Students are expected to attend all classes as scheduled. In the event of a planned absence, the instructor and the administrative office must be notified in advance. Students are asked to call in when they are absent, and treat training as if they were on the job.

A student attending the four-week program with three (3) absences will be considered to have unsatisfactory attendance and will be placed on probation for a period of one week. Upon successful completion of the probation, the student is placed back in good standing. If the student continues to have attendance problems,

the student will be terminated. Any student absent for three (3) consecutive days of class without taking a leave of absence or notifying the office in writing is subject to termination.

Should a student be on an extended medical leave (30 days or more), they will be required to pass a drug screen prior to returning to training.

The Truck Driving Academy does not award credit for prior experiential learning.

The Truck Driving Academy does not have any transfer or articulation agreements with any other college or university that provide for the transfer of credit earned in the program of instruction.

Class cuts in excess of 1 hour will be considered an unexcused absence.

TARDINESS

Students reporting for training after their designated class period will be considered tardy. Three (3) instances of tardiness to class will be considered unsatisfactory conduct and a probation period would be deemed necessary.

LEAVING EARLY

Students are expected to remain for the entire session. Six (6) instances of early departure from class is considered unsatisfactory conduct and the student will be placed on probation.

PROBATION

When an evaluation warrants probation, advising takes place and a report outlining the terms of probation is placed in the student's file. The length of the probation period is a one-week period. During this time, if the student has made satisfactory progress, the probationary status will be dropped. If a student fails to make satisfactory progress during the probationary period, he or she will be terminated from the program.

TERMINATION POLICY

The following are examples of what would constitute termination (includes but is not limited to):

- Theft of school property or from a fellow student
- Physical abuse towards staff or fellow students
- Obscenity (foul language)
- Intentional disruption in the learning environment
- Possession of any illegal drugs (including marijuana) or alcohol
- Under the influence of any illegal drugs (including marijuana) or alcohol
- Fails to maintain satisfactory progress
- Possession of weapons/fire arms on school property
- Cheating or dishonesty

Violation of these policies shall subject a student to termination.

MAKE UP WORK

It is the student's responsibility to attend any scheduled make-up days due to equipment failure. The school is not responsible to make-up time due to student absence. Make-up days for behind-the-wheel training time will be announced when scheduled.

LEAVE OF ABSENCE

A student may request a leave of absence from school for a period not to exceed 60 days. A leave of absence may be granted at the discretion of the Director. If a student does not return following the leave of absence period, a refund (if applicable) will be made within thirty (30) calendar days from the end of the leave of absence. Time taken during an authorized leave of absence is not considered part of the maximum time frame. Before returning to training after an approved, extended leave of absence of 30 days or more, the student will be required to pass a drug screen.

READMISSION

The Truck Driving Academy will readmit students only if the separation was due to a family emergency or other personal circumstances. The Truck Driving Academy will not readmit any student that was terminated for lack of progress, conduct, or attendance.

STUDENT SERVICES

STUDENT FINANCING

Currently, Truck Driving Academy does not offer Private Financial Program Options.

Be advised that if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

Truck Driving Academy currently participates with the following federal and state educational financial aid programs: the Department of Vocational Rehabilitation, Bureau of Indian Affairs, Workforce Investment Act (W.I.A.), Employment Training Panel, and the Cal Works program.

The Financial Aid officers at Truck Driving Academy will have information on the local offices that determine eligibility for these programs.

PLACEMENT ASSISTANCE

Truck Driving Academy makes a sincere effort to help graduates find suitable employment but cannot guarantee placement. We provide employee-employer liaison, and job matching. This is accomplished by generating job leads through employer calls, internet resources, and EDD resources.

We also provide resume review and advising.

ADVISING

Truck Driving Academy provides, in addition to career and job services, personal and academic advising at all levels of the administration. All staff, including the School Director, maintains an open-door policy for all students who need assistance both academically and personally. A referral program is available to any student that feels he or she is in need of personal counseling. Students interested in the referral program should contact the School Director.

DRUG ABUSE ADVISING

As everyone is aware, the drug crisis continues to plague our country. As an educational institution, we feel it is our responsibility to provide our students with access to up-to-date information concerning this problem. Students who are interested in receiving information need to contact the administrative office.

POLICIES

NON-DISCRIMINATION POLICY

Truck Driving Academy does not discriminate against a person on the basis of race, color, religion, sex, national origin. This nondiscrimination policy extends to all educational policies, admission policies and other school policies.

VETERANS POLICY

The Truck Driving Academy will consider any previous education and training and appropriate credit will be given and the training period shall be shortened accordingly. The Veteran and the VA will be notified.

VA students are held to the same progress standards (see pages 14-15) as all other funding sources. VA students who fail to meet the standards will be placed on probation. If probation requirements are not met, the student will be terminated and no longer qualify for veteran's benefits.

SEXUAL HARASSMENT

Sexual harassment is unlawful, violating Title IV of the Civil Rights Act of 1964, as amended, Title IX of the Education Code, and California state law. It is the policy of the Truck Driving Academy to provide a work and academic environment free of unlawful harassment, including sexual harassment and all forms of sexual intimidation and exploitation. All students should be aware that the Academy will not tolerate any conduct that constitutes sexual harassment.

Complaints of sexual harassment should be addressed to the campus Title IV coordinator, Charles J. Grant - Director/Owner/Partner at this campus or the main Sacramento campus administrative office. The phone number and address for the main campus in Sacramento is: (916) 381-2285, 3100 Fite Circle Suite 105, Sacramento, CA 95827.

A copy of the school's Sexual Harassment Policy is disbursed during student orientation. Additional copies of the policy are available through the administration office.

RECORDS RETENTION STATEMENT

Enrollees are advised that permanent educational records and necessary financial records are securely maintained and protected against fire, vandalism, and other perils. Truck Driving Academy maintains all permanent educational records for a period of seven years from start of program. Student educational records information including name, dates of attendance and completion status can be given to any inquirer. However, the student may request that this information be withheld. This request must be in writing and sent to the attention of the school director. The Bureau for Private Postsecondary and Vocational Education requires that educational facilities maintain its educational records for a minimum of five years and transcripts are kept permanently.

STUDENT HOUSING POLICY

Truck Driving Academy does not maintain dormitory facilities. Additionally, the school does NOT assist students with their housing needs; cost of housing in the area is in the range of \$800 - \$900 per month.

STUDENT GRIEVANCE PROCEDURES AND DISPUTE RESOLUTION

Truck Driving Academy is committed to promptly addressing concerns of our students. If one has a concern or complaint, they may contact Jennifer McSwain, Director, or Manuel Sequeira, Owner via email:

Katelyn Huber: katelynh@tdadrivers.com

Manuel Sequeira: manuel@tdadrivers.com

Students may also submit a complaint or concern through our website: www.tdadrivers.com

It is the goal of Truck Driving Academy to resolve all concerns or conflicts within a timely manner; any student submitting a formal written complaint will receive within ten (10) days a written response which will include the following:

- * A summary of the school's investigation, (and if applicable)
- * The reasons for the rejection of the requested remedies.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUT INSTITUTION

The transferability of credits you earn at the Truck Driving Academy is at the complete discretion of an institution to which you may seek transfer. Acceptance of the certificate you earn in The Educational Programs offered is also at the complete discretion of the institution to which you may seek to transfer. If the certificate you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Truck Driving Academy to determine if your certificate will transfer.