

Truck Driving Academy

CATALOG

8325 Siena Ave
Sacramento, CA 95828
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www.tdadivers.com

February 29, 2024 – December 31, 2026

Volume 3

This document is an official document that publishes the policies, procedures, rules and regulations of the Truck Driving Academy, located at 8325 Siena Ave, Sacramento CA 95828.

Instructional Locations:

Truck Driving Academy's hands on portion of the training will be held in our yard(s) at:
8325 Siena Ave, Sacramento CA 95828
8899 Garden Highway, Yuba City CA 95991

Truck Driving Academy's classroom and permit instruction will be held in our office location(s) at:
8325 Siena Ave, Sacramento CA 95828

Truck Driving Academy has one (1) auxiliary satellite campus located at:
8899 Garden Highway, 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. TDA will accept students with different speaking languages as long as they can understand the basic English Language. Applicants whose first language is not English must show competency in the English Language and this can be satisfied by providing a copy of a High School Diploma, GED and submission of a minimum passing score from a written test of English as a Foreign Language (**TOEFL**). The acceptable minimum score for the TOEFL exam measuring English competency is: Low-Intermediate on Reading (4-17), Low-Intermediate on Listening (9-16), Basic on Speaking (10-15) and Basic on Writing (7-12). If the student would like to show test scores for **TOEFL** or equivalent, the student must schedule his or her test date and pay any applicable fees that come along with the test. Costs will vary but the average cost is between \$160 to \$260.

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

Address:

1747 North Market Blvd, Suite 225, Sacramento, CA 95834

PO BOX 980818, West Sacramento, CA 95798-0818

Website Address:

www.bppe.ca.gov

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

Toll-free telephone number (916) 431-6959 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 9am to 4pm Monday – Friday. The telephone number is (916) 381-2285.

Personnel designated to assist you are:

Thomas Sayles – Owner / President / CEO

Katelyn Huber – Owner / Vice President / CFO

Alexandre Soria – Director of Operations

Mike Truong – Enrollment Specialist

Raquel Pedroza – Office Administrator

David Anderson – Sacramento Yard Boss – 29 years of driving experience

Mike Shoquist – Instructor – 16 years of driving experience

Manny Singh – Instructor – 20 years of driving experience

Marten Benatar – Instructor – 10 years of driving experience

John Walker – Instructor – 3 years of driving experience

Jose Rodriguez – Instructor – 8 years of driving experience

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TO THE PROSPECTIVE STUDENT

We 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 presently and 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 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 our 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.

Thomas Sayles and Katelyn Huber

APPROVAL DISCLOSURE STATEMENT

The Truck Driving Academy, 8325 Siena Ave, Sacramento CA 95828, a private institution, is licensed and approved to operate by the Bureau for Private Postsecondary Education (BPPE). Truck Driving Academy is a private institution, that is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. 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 indicates 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 programs:

OTR Truck Driver – 160 clock hours

REFRESHER Truck Driver – 80 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. Charles J. Grant, founder and officer of this institution, has an extensive background 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. Manuel Sequeira co owned TDA along with Charles Grant and ran the northern California schools. 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.

In July of 2013, Katelyn Huber started with the TDA team and in October of 2018, Thomas Sayles joined the TDA team as an instructor. After running the school as employees of TDA, in June of 2021 Thomas and Katelyn acquired and became co-owners of TDA.

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. Our goal and mission is to educate students enough to pass their CDL Drive Test and be a safe driver on the road. Graduates could then be employed in a job classification under the United States Department of Labor's as 53-3032.

DEPARTMENT OF LABOR'S STANDARD OCCUPATIONAL CLASSIFICATION CODES

The Truck Driving Academy teaches students and prepares them to take their Class A Commercial Drive Test at the Department of Motor Vehicles. Upon passing this test at the DMV students are then able to get a job and be employed in a job classification under the United States Department of Labor as 53-3032.

ACCREDITATION

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

STUDENT TUITION RECOVERY FUND

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

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

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

the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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: 4295 54th St, Sacramento CA 95828.

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 complies with 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, a library (placed in the classroom), student lounge and ample parking area. Classroom space is equipped with audio-visual supplies, including tablets / laptops. Truck Driving Academy also maintains safe equipment for its training purposes.

Sacramento Office / Classroom

The Sacramento office and classroom is about 1,900 square feet and is located at 8325 Siena Ave, Sacramento, CA 95828. There is water available to students along with a classroom for student studying and learning. The office also holds restrooms available for the students while attending school. The Sacramento location also holds a training yard at the same location. The yard is about three quarters of an acre and is paved. It is set up on four students to one instructor ratio for drive training. At night, the yard is well lit for any evening classes offered.

Yuba City skills yard is at 8899 Garden Highway. The yard is about 1 acre and set up so that four students can safely practice skills at the same time. We have a canopy for shade and water along with a restroom.

CLASSROOM TRAINING

Students having difficulties with their only training modules can schedule classroom time with an instructor to help them learn the material and prepare for their permit test.

BEHIND-THE-WHEEL TRAINING

We have several Freightliner trucks for the behind the wheel portion. We can accommodate four (4) students per one instructor for the drive portion. We use 28' trailers for training.

BUSINESS HOURS

Office hours: Monday – Thursday 9:00 a.m. to 4 p.m.
 Instruction hours: Morning Classes: Monday – Friday 8:00 a.m. to 1:00 p.m.
 Afternoon Classes: Monday – Friday 1:00pm to 7:00 p.m.
*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. Holiday schedules may vary dependent on many factors.

Thanksgiving Day	Independence Day	Christmas Day	New Year's Day
11/28/24	07/04/24	12/25/24	01/01/24
11/27/25	07/04/25	12/25/25	01/01/25
11/26/26	07/04/26	12/25/26	01/01/26

STAFF AND FACULTY

OWNERSHIP

Katelyn Huber - Owner-Partner-Admin
Thomas Sayles – Owner-Partner

ADMINISTRATION & STAFF

Alexandre Soria – Director of Operations
Mike Truong – Enrollment Counselor
Raquel Pedroza – Office Administrator

FACULTY NAME - YEARS OF EXPERIENCE

Instructor Name	Years of Experience	Location
David Anderson	29	Sacramento
Mike Shoquist	16	Sacramento
Manny Singh	20	Yuba City
Marten Benatar	10	Yuba City
John Walker	3	Sacramento
Jose Rodriguez	8	Yuba City

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 buses 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 2024-2026: All classes begin on Monday of each week. In the event Monday is a holiday, the class will begin Tuesday. *See list of scheduled holidays above. This is subject to change and students will be notified upon changes. Enrollment can occur any day of the week based upon availability.

PROGRAM INFORMATION

CLASS SIZE

Class sizes will vary for all programs offered. 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 program, 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:

YUBA CITY

Morning Session: Monday - Friday, 8:00 am to 1:00 pm for four to six (4-6) weeks; to complete the program.

Afternoon Session: Monday - Friday, 1:00 pm to 7:00 pm for four to six (4-6) weeks; to complete the program.

*Students will receive a ten-minute break as well as a 30-minute meal break. Subject to change based on hours attended

SACRAMENTO

Morning Session: Monday - Friday, 8:00 am to 1:00 pm for four to six (4-6) weeks; to complete the program.

Afternoon Session: Monday - Friday, 1:00 pm to 7:00 pm for four to six (4-6) weeks; to complete the program.

*Students will receive a ten-minute break as well as a 30-minute meal break. Subject to change based on hours attended

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

OTR TRUCK DRIVER CLASS A – 160 HOUR CURRICULUM OUTLINE

Unit	Description	
1.	<u>Permit / Theory</u>	26hrs.
	<ul style="list-style-type: none">• Theory Modules listed below.• Endorsement Study – Doubles/Triples, Tankers, Combination, General Knowledge, Air Brakes, and no automatic restrictions	
2.	<u>Pre-trip</u>	41hrs.
	<ul style="list-style-type: none">• Walk-around inspection form A B C coupling system• In-cab inspection• Air Brake tests per CA DMV specifications.	
3.	<u>Field Instruction</u>	93 hrs.
	Backing Skills	(73 hrs.)
	<ul style="list-style-type: none">• Straight line backing 100' withing 12' boundary.• Offset backing 100' changing lanes• Parallel parking both blind and sight sides of truck• Alley docking• Entry level shifting in private lot range.• Entry level stopping distance.	
	Driving	(20 hrs.)

- 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.

OTR TRUCK DRIVER CLASS B – 160 HOUR CURRICULUM OUTLINE

Unit	Description
1.	<u>Permit / Theory</u> 26hrs. <ul style="list-style-type: none"> · Theory Modules listed below. · Endorsement Study – Tankers, Combination, General Knowledge, Air Brakes, and no automatic restrictions
2.	<u>Pre-trip</u> 41hrs. <ul style="list-style-type: none"> · Walk-around inspection · In-cab inspection · Air Brake tests per CA DMV specifications.
3.	<u>Field Instruction</u> 93 hrs. <div style="margin-left: 40px;"> <p>Backing Skills (73 hrs.)</p> <ul style="list-style-type: none"> · Straight line backing 100' within 12' boundary. · Offset backing 100' changing lanes · Entry level shifting in private lot range. · Entry level stopping distance. <p>Driving (20 hrs.)</p> <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. </div>

REFRESHER DRIVER – 80 HOUR CURRICULUM OUTLINE

Unit	Description
1.	<u>Permit / Theory</u> 26hrs. <ul style="list-style-type: none"> • Theory Modules listed below. • Endorsement Study – Doubles/Triples, Tankers, Combination, General Knowledge, Air Brakes, and no automatic restrictions

2. Pre-trip 14hrs.
- Walk-around inspection form A B C coupling system
 - In-cab inspection
 - Air Brake tests per CA DMV specifications.
2. Field Instruction 40 hrs.
- Backing Skills (20 hrs.)
- Straight line backing 100' withing 12' boundary.
 - Off set backing 100' changing lanes
 - Parallel parking both blind and sight sides of truck
 - Alley docking
 - Entry level shifting in private lot range.
 - Entry level stopping distance.
- Driving (20 hrs.)
- 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.

Course Outline / Details

Enrollment: Drug Screen, Physical DOT, DMV records, Education Plan formed, and file is completed.

Step One: Once all verifications and documents have been completed, a start date is designated. Students will immediately be given the proper materials to obtain their permit. In the education plan, it specifies 10 days to get the permit from the start of class. Student attendance is tracked through a customized form that tracks their hours in every class. It is the student's responsibility to accurately clock in and out of every class.

To study for the permit, we assign students online training modules through JJ Keller. Theory Modules are a requirement of the TPR for verification in order to schedule appointments accompanied by a DL1236. See modules listed below:

Entry-Level Driver Training: Orientation

Entry-Level Driver Training: Control Systems/Dashboard

Entry-Level Driver Training: Pre-and Post-Trip Inspections: Vehicle Inspection Basics

Entry-Level Driver Training: Pre-and Post-Trip Inspections: Pre-Trip Engine

Entry-Level Driver Training: Pre-and Post-Trip Inspections: Pre-Trip In-Vehicle
Entry-Level Driver Training: Pre-and Post-Trip Inspections: Pre-Trip Walk-Around
Entry-Level Driver Training: Pre-and Post-Trip Inspections: Pre-Trip Lights
Entry-Level Driver Training: Pre-and Post-Trip Inspections: Pre-Trip Brake Systems
Entry-Level Driver Training: Pre-and Post-Trip Inspections: On-the Road Inspection
Entry-Level Driver Training: Pre-and Post-Trip Inspections: Post-Trip Inspection
Entry-Level Driver Training: Basic Control
Entry-Level Driver Training: Shifting/Operating Transmissions
Entry-Level Driver Training: Backing and Docking
Entry-Level Driver Training: Coupling and Uncoupling: Coupling Trailers
Entry-Level Driver Training: Coupling and Uncoupling: Uncoupling Trailers
Entry-Level Driver Training: Visual Search
Entry-Level Driver Training: Communication
Entry-Level Driver Training: Distracted Driving
Entry-Level Driver Training: Speed Management
Entry-Level Driver Training: Space Management
Entry-Level Driver Training: Night Operation
Entry-Level Driver Training: Extreme Driving Conditions: Preparing for Extreme Driving Conditions
Entry-Level Driver Training: Extreme Driving Conditions: Extreme Driving Conditions
Entry-Level Driver Training: Extreme Driving Conditions: Mountain Driving
Entry-Level Driver Training: Hazard Perception
Entry-Level Driver Training: Skid Control: Skid Control and Prevention
Entry-Level Driver Training: Skid Control: Driving Emergencies
Entry-Level Driver Training: Railroad-Highway Grade Crossings
Entry-Level Driver Training: Identifying Engine Compartment Defects
Entry-Level Driver Training: Identifying Frame, Axle, and Suspension Defects
Entry-Level Driver Training: Identifying Wheel and Tire Defects
Entry-Level Driver Training: Identifying Brake Defects
Entry-Level Driver Training: Identifying Steering and Coupling Defects
Entry-Level Driver Training: Identifying Drive Train Defects
Entry-Level Driver Training: Roadside Inspections
Entry-Level Driver Training: Maintenance
Entry-Level Driver Training: Handling and Documenting Cargo

Entry-Level Driver Training: Environmental Compliance Issues
Entry-Level Driver Training: Hours of Service Requirements: Working Time
Entry-Level Driver Training: Hours of Service Requirements: Short-Haul Rules
Entry-Level Driver Training: Hours of Service Requirements: Record of Duty Status
Entry-Level Driver Training: Fatigue and Wellness Awareness
Entry-Level Driver Training: Post-Crash Procedures
Entry-Level Driver Training: External Communications
Entry-Level Driver Training: Whistleblower/Coercion
Entry-Level Driver Training: Trip Planning
Entry-Level Driver Training: Drugs/Alcohol
Entry-Level Driver Training: Medical Requirements

In addition to: ***California Commercial Handbook (published by the DMV)***

This is roughly 26 hours for an average person who is motivated to complete. We have Chromebooks with headphones to access these modules and offer access to the classroom with a TDA member there to assist if questions come up. At the completion of each course it (80% Comprehension) it provides a certificate, and we are notified of progress.

Pretrip Primer Curriculum:

California DMV test walk around inspection form A B C coupling system, In-cab inspection, Air Brake tests per CA DMV specifications. Step 1 in the testing procedure. Students will start with this daily.

TDA proprietary walk around videos

For reference and study while in the yard. Once method of self-practice is to watch the videos and rehearse the lines for the walk around inspection indicating why the truck is safe to drive by inspecting each system's integrity and functionality based on DMV terminology.

Assignment Cards

When attending the yard, students will be given assignment cards and will know what they should be working on daily. Their plan for their day is explained in their cards and there will never be a time they do not know what to be working on.

At matriculation into the private range and public roadway portion of the program, the student is given the following items:

Lanyard (must always display permit when on campus)

Safety vest (orange designates student- red yard boss- black instructor)

Private Range Curriculum

1. Straight line backing 100' withing 12' boundary.
2. Off set backing 100' changing lanes
3. Parallel parking both blind and sight sides of truck
4. Alley docking
5. Entry level shifting in private lot range.
6. Entry level stopping distance.

Public Roadway Curriculum

Private Drive Session - Each student takes private drives with an instructor to accrue 10 hours of drive time towards their DL1236 which requires 10 driving hours and 5 backing hours.

Group Driving Classes - In addition to private drives, several hours of drive-in group driving classes (4 students to 1 instructor in the truck) in addition to the private time. This facilitates the learning curve and expedites the testing out process.

Subjects covered during public roadway include the following: **Title 49 Guidelines* listed in part 380 of the ELD rules effective February 7, 2022.** A list of those items is in the addendum for review.

Greenlight to DMV

Upon completion of FMCSR requirements and competency demonstrated, we pretest for DMV with a greenlight card. This is a mock DMV run through that evaluates test readiness and vocational excellence. If a student gets the greenlight, they are deemed qualified to test at the DMV. This will either take place with our trucks and instructors or with a third-party rental depending on availability and scheduling.

DMV LICENSE TEST

All students have the opportunity to obtain their license at the Department of Motor Vehicles (DMV) at the end of their course. Students are given two attempts at the DMV included in their 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. Students may opt out of testing in a manual transmission but will have a restriction on their class A license. We utilize the Yuba City DMV and West Sac Commercial DMV.

GRADUATION REQUIREMENTS

The graduation requirements are as follows:

1. Students must successfully complete 80% of the course hours.
2. Students must maintain satisfactory attendance throughout the course.
3. Students must maintain satisfactory academic progress with a passing grade.

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 enrollment counselor will interview the applicant, explain the training program, career opportunities in truck driving, and the admission requirements to determine if the applicant would qualify. The admissions will also hold an interview with the potential student and determine if the school will be a good fit for the applicant.

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

Each applicant file is reviewed by the Director of Operations. The Director of Operations 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 20 students per classroom at any one time (amount can fluctuate depending on different circumstances). 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 all the Truck Driving Academy programs must meet the following criteria:

1. Applicants must provide a copy of their (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>
5. Applicants must have their GED, Diploma, or a Class A Permit before being enrolled into school and prior to completing an enrollment agreement.

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

TUITION & FEES FOR CURRENT PERIOD OF ATTENDANCE AND ENTIRE EDUCATIONAL PROGRAMS

OTR Truck Driver - Tuition for the 160-clock hour program is \$5,995.00 and includes a \$75.00 registration fee. Additionally, the student will be charged \$2.50 in non-refundable STRF Fees as described on page 8.

Tuition - \$5920.00

Registration Fee - \$75.00

DMV PERMIT FEE, PHYSICAL EXAM FEE AND DRUG TEST FEE CAN BE ADDED WITH
ADDITIONAL CHARGES IF NEEDED

SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE: \$5995

Tuition - \$5920.00

Registration Fee - \$75.00

DMV PERMIT FEE, PHYSICAL EXAM FEE AND DRUG TEST FEE ARE INCLUDED IF NEEDED

**ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL
PROGRAM: \$5995**

*Fees covered by the school are subject to third party pricing and may change without notice.

VA Military Special: Tuition and Registration Fee offered at a discounted rate – **See pg. 25 (Veterans Policy)**

Refresher Truck Driver - The tuition for the 80-clock hour program is \$2,900.00 and includes a \$75.00 registration fee. Additionally, the student will be charged \$2.50 in non-refundable STRF Fees as described on page 8.

Tuition - \$2825.00

Registration Fee - \$75.00

DMV PERMIT FEE, PHYSICAL EXAM FEE AND DRUG TEST FEE CAN BE ADDED WITH
ADDITIONAL CHARGES IF NEEDED

SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE: \$2900

Tuition - \$2825.00

Registration Fee - \$75.00

DMV PERMIT FEE, PHYSICAL EXAM FEE AND DRUG TEST FEE CAN BE ADDED WITH
ADDITIONAL CHARGES IF NEEDED

**ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL
PROGRAM: \$2900**

*Fees covered by the school are subject by third party pricing 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 third 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, minus registration fee and any other fees paid (DMV Fee, Physical Fee, Drug Screen Fee). 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

8325 Siena Ave
Sacramento, CA 95828

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 third 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, minus fees paid, based on the last day of actual attendance. Withdrawal from a program is considered official on the date the student notifies the admissions office by written notice. Tuition will continue to accrue until notification is received in writing.

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 the office manager 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 45 days. Truck Driving Academy does not charge for equipment. The policy is also outlined in the enrollment agreement.

The registration fee (\$75.00) is non-refundable.

The Drug Screen fee (\$75.00) and Physical fee (\$60.00 and DMV fee (\$89.00) are non-refundable if services have been rendered at the time of cancellation.

The down payment made on an installment contract is non-refundable.

The amount owed by the student for the purpose 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 \$5995.00 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 88 hours of attendance. The student paid \$5995.00 in cash and the refund would be calculated as follows:

Step 1		Step 2	
Tuition:	5995.00	Tuition	5920.00
Registration Fee	- 75.00	Total Hours	/ 160
Total :	= 5920.00	Hourly Charge	= 37.00
Step 3			
Hourly Charge	37.00	Amount Student Paid	5,995.00
Hours of Attendance	x 88	Total Charge	- 3,331.00
Charge for Hours	= 3,256.00	Refund Due Student	= 2,664.00
Registration Fee	+ 75.00		
Total Charge	= 3,331.00		

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.

A student who completes 60 percent or more of required course training or 90 days has passed from enrollment date on agreement, they will not be entitled to a tuition refund. For veterans enrolled in a USTDTS program utilizing VA Education benefits, please refer to the veteran refund policy below.

60% Policy - Students with (3) consecutive unexcused absences with no contact, may be withdrawn from the training program and the cancellation of student enrollment contract may commence unless reasonable circumstances can be presented. Refunds are prorated and based on the hours the program has been held until the automatic withdrawal date. A student terminated under these circumstances may apply for readmission. A student applying for readmission must furnish a written request to the Director of Educational Services for consideration. Students automatically withdrawn after 60% of the program has elapsed are not entitled to a refund (veterans and other eligible beneficiaries are exempt from the 60% rule).

Registration, books, third party, and material fees are non-refundable. For tuition paid by check or cash, refunds will be disbursed within 45 days in the form of a Consulting Advantage Inc. dba Truck Driving Academy, check. Payments made by credit card will be refunded to the same card or by check within 45 days. If tuition was paid by a third party, the refund will be returned to the third party and not the student.

Credit balance policy: if a student has a credit balance from a Title IV disbursement, then a refund will be made to the student within 14 days.

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. ** TDA provides veterans a discounted rate.

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

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 passing grade in order to pass this course.

GRADING SCALE

Students will be evaluated on a pass or fail grading metric.

SATISFACTORY PROGRESS

- A. Conditions for interruption for unsatisfactory progress: Any student not actively progressing will be placed on probation for a one-week period. If the student abilities do not improve during the next one-week period, the student will be interrupted. A grade failing indicates the class must 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 failing 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 which 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 classes as set out in their educational plan. 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.

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/firearms 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 for 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

Truck Driving Academy currently participates with the following federal and state educational financial aid programs: The Department of Vocational Rehabilitation, Bureau of Indian Affairs, VA, 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.

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

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

VETERANS POLICY

VA Military Special: TDA provides veterans a Tuition and Registration Fee discount rate at: \$5,500. Books and Supplies: included. Other Education Costs: Physical, permit, drug screen, HAZMAT estimated at \$412 and subject to change. Estimated Total Cost of Attendance: \$5,912.

VA students are held to the same progress standards (see page 22) 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.

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.

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, Katelyn Huber - Director/Owner/Partner at this campus or the main Yuba City campus administrative office. The phone number and address for the main campus in Yuba City is: (530) 751-7815, 201 D St. Ste M, Marysville, CA 95901.

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 five 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 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 \$900 - \$1200 per month.

STUDENT GRIEVANCE PROCEDURES AND DISPUTE RESOLUTION

Truck Driving Academy is committed to promptly addressing the concerns of our students. If one has a concern or complaint, they may contact Katelyn Huber, COO/Owner, via email:

Katelyn Huber: katelynh@tdadivers.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 OUR 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 OTR Truck Driver Program 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.