



2023 Catalog

Main

**12701 Magnolia Ave
Riverside, CA 92503
(951) 277-9013**

Satellite

**2210 N. Main St Ste B
Santa Ana, CA 92706
(714) 542-8660**

www.americatruckdriving.com

**This catalog is updated annually. **

This catalog is provided to any interested person or prospective student via our website or distributed as a hard copy at our physical locations.

Statement of Ownership and Control

America Truck Driving School is a California Corporation owned by Santiago Rodriguez and Cynthia Rodriguez. America Truck Driving School 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.).

Mission Statement and Purpose

The mission of America Truck Driving School is to promote student learning through quality, career-oriented training programs in truck driving and help students achieve employment in the trucking industry. The school delivers its programs at locations throughout southern California to meet the needs of a diverse and geographically dispersed student population.

Approval Disclosure Statement

America Truck Driving School is a private institution and was granted institutional approval from the Bureau for Private Postsecondary Education pursuant to CA Education Code. The bureau approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions and does not imply any endorsement or recommendation by the state or council. Approval must be re-obtained every five years and is subject to continuing review. Approved are the following courses:

Class A/B Basic: Individual (56 hours)

Class A/B Commercial: Individual (60 hours)

Class A/B Refresher: Individual (56 hours)

Class A/B Truck Driver: Individual (76 hours)

Class A/B Truck and Bus Driver: Individual (92 hours)

Class A Truck Driver (200 hours)

America Truck Driving School is not accredited by an accrediting agency recognized by the United States Department of Education.

Instruction Information

Instruction is in residence with a facility occupancy level that will accommodate 30 students at any one time. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

Prospective students are encouraged to visit the physical facilities of the school and to discuss the personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at www.bppe.ca.gov, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, Free: 1-(888) 370-7589, or by fax at (916) 263-1897, (916) 574-8900 or by fax at (916) 263-1897. 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.

America Truck Driving School is an Equal Opportunity Employer and is in compliance with Title VII of the Civil Rights Act of 1964 as amended, Age Discrimination in Employment Act of 1975, Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972 as amended, which prohibit discrimination on the

basis of sex in educational programs, employs without regard to sex, race, color, national origin, religion, age, handicap or status as a disabled or Vietnam era veteran, pregnancy, childbirth and related medical conditions, and transgender status.

WIOA Title-I financially assisted program or activity is an equal opportunity employer/program and auxiliary aides and services are available upon request for individuals with disabilities.

All information in the content of this school catalog is current and correct and is so certified as true by the Director and Equal Opportunity Officer, Santiago Rodriguez.

History

America Truck Driving School was founded in 2005 after careful deliberation and consultation with motor carriers. America Truck Driving School is a newly organized education institution, but certainly not one to be taken lightly. Although it is new to the education world, its owners are definitely not new to the commercial transportation field. The instructor has extensive experience as a commercial driver and instructor. He has taken this valuable knowledge and experience and put it to work for you.

Thank you for choosing America Truck Driving School in your effort to improve your lifestyle and that of your family. Our belief is that you have chosen a lifetime career, not just another job field.

Staff

Director/Equal Opportunity Officer: Santiago Rodriguez

-16 years as America Truck Driving School Director and CSULB BA graduate.

Administrator: Cynthia Rodriguez

-11 years as America Truck Driving School administrator and office manager.

Administrative Assistant: Emelia Saavedra

-Everest College graduate and 6 years as America Truck Driving School administrative assistant.

Job Placement: Natalie Rodriguez

-4 years as America Truck Driving School staffing associate.

Instructor: Servando Serrato

-16 years as a commercial driver and 5 years as a driving instructor.

Instructor: Ricardo Aguilar

-25 years as a commercial driver and 6 years as a driving instructor.

Facilities and Equipment

An office and class sessions are located at our satellite office at 2210 N. Main St Ste B, Santa Ana CA 92706. An office, class sessions and hands on training are located at the main training site at 12701 Magnolia Ave, Riverside CA 92503. This 1.5-acre commercial property provides the best possible training environment. The facilities are comprised of approximately 1500 square feet of office space containing a classroom, resource center, and restrooms. The yard facilities are approximately 1 acre used for behind-the-wheel instruction. The over-the-road instruction is provided on the streets and freeways of the Corona area.

Students will receive behind-the-wheel and over-the-road instruction and practice in commercial tractors and trailers of the type used by the transportation industry and using text and lesson material described in each listed program. The equipment used is as follows:

2006 International 6 speed Day Cab (7 units)

2008 International 6 speed Day Cab (2 units)

2013 International 6 speed Day Cab (5 units)

2012 International 10 speed Sleeper

2012 International Bus
48-foot box trailer
28-foot box trailer (10 units)

Philosophy

Our curriculum is designed to meet and/or exceed most accepted truck driver training criteria. Student progress is reviewed in a consistent manner to assure full value received for each of our students. The school provides an environment of opportunity, and challenge where students can reach their highest level of achievement, through its use of practical classroom lectures and hands-on experience in a realistic environment.

Admission and Licensure Requirements

Applicants must be at least 18 years old (21 years old for inter-state driving); have an acceptable driving record; possess a valid driver's license and meet specific driver qualifications established by the office of motor carrier safety including a physical examination and drug test; and possess a social security card. Students must have a high school diploma or GED. If they do not have, students may submit their Class C driver's license in lieu of an ability-to-benefit test. The school director reserves the right to accept or reject applicants, in their best interest, based upon the above requirements. All America Truck Driving School training programs are taught in English only per Federal testing guidelines. The level of English language proficiency required of our students is the level at which students can read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records. This is consistent with California Department of Motor Vehicles requirement. Possession of a GED or high school diploma is sufficient to demonstrate the required proficiency. If a student has neither, the institution will perform an interview with said student documenting their English proficiency. This institution does not provide English as a second language services. America Truck Driving School does not accept students from outside the United States of America.

NOTE: Applicants will be disqualified from taking the course if any of the following circumstances are present. Should an individual with such a record wish to learn commercial driving in spite of their record, a driving record waiver will be required.

1. DWI, DUI, OMVI or similar conviction in the last three years.
2. Three or more moving violations in the last two years.
3. Certain felony convictions. (Reviewed with the school director on a case-by-case situation.)

Admission Procedures

Persons desiring to submit an application for admission should contact the school or one of its representatives. Applicants must be interviewed by a school representative, complete an enrollment agreement, and submit other information which may be required to determine qualifications. All prospective applicants are encouraged to visit the school for a personal tour of the facility.

Grading System

All grades are based on the numerical system students are graded on: written examinations, inspections, backing skills, and road driving.

Grading Scale:

A= 90-100
B= 80-89
C= 70-79
D= 60-69
F= Below 60

Driving and other practical skills are graded on a Pass/Fail system. Minimum standards for successful completion require that a student maintain an 80 percent or higher cumulative grade average in all areas of training. Additional help is provided to slower learners in individual situations.

Standards of Satisfactory Progress

All students at this school are required to maintain a satisfactory progress toward the completion of their program of study. Students must maintain progress that will lead to completion of the program within 150% of the state course length.

Graduation Requirements

The candidate for the certificate must:

1. Have successfully completed all specified requirements for the certificate.
2. Earn a cumulative grade average of at least 85% in each area of training.
3. Be free from all indebtedness to the school or have made satisfactory arrangements for the payment of tuition and fees.

Attendance and Leave of Absence Policy

Students are expected to attend all scheduled classes in order to achieve the highest degree of training. In cases of extreme circumstances, severe illness, death of a family member or military requirements, the school director may, upon written request, waive the attendance policy and grant a leave of absence.

Student Conduct Policy

Students shall at all times conduct themselves in an exemplary manner, both in and out of school. A student may be dismissed or put on probation for:

1. Unsatisfactory progress.
2. Being under the influence of, or in the possession of, alcohol or illegal drugs of any kind.
3. Operating equipment in such a manner that life or property is endangered.
4. Gambling on school property.
5. Insubordination and/or intolerable conduct.
6. Willful abuse of school equipment or property.
7. Excessive absenteeism.
8. Failure to make payments on due dates.

Student Services

Resource Materials

Our resource center contains volumes, periodicals and audio/visual materials directly related to training. These reference materials supplement texts and other related materials used in the classroom. Reference books and other course related materials may be purchased from the school as needed or desired. This area may be accessed at any time during the training period with permission from school personnel.

Student Housing

The school does not provide housing to students. The school also does not assist in finding room in board. Daily housing ranges from \$50-\$90 a day. Monthly housing ranges from \$1200 to \$1500.

Student Records and Right of Privacy

The federal right of privacy act enables all students to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires the school to

maintain these records for a minimum of five years. Students may request a review of their records by writing to the director of the school.

Grievance Procedure

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director, Santiago Rodriguez by phone at (951) 277-9013. If the matter is still unresolved, the next step is to explain the problem in writing to the school's president. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

Records Retention

All student transcripts are maintained permanently. Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for at least a period of five years. These records are maintained and securely stored in a locked fire-proof cabinet. These are locked and only office administrators with permission may view them.

Job Search Assistance

America Truck Driving School provides job placement assistance. The school maintains contact with local and long-distance carriers regarding their driver needs. This information is made available to our students and graduates. Placement services are not guaranteed.

State Licensing Requirements

Residents of California are required to have a Commercial driver's license to drive a commercial vehicle. In order to become licensed as a Commercial drive, applicants must have a valid Class C driver's license and must pass a California Department of Motor Vehicles driving examination at a location specified by the department. The examination is a state requirement. The program offered by the school will prepare the student for this examination. At no additional cost to its graduates, the school will set an appointment as soon as possible after graduation and provide the proper vehicle and licensed employee for the purpose of testing. In the event a person fails, the school will set an appointment for re-testing. Appointments for initial testing take priority.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution and Other Institutions

The transferability of credits you earn at America Truck Driving School is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the discretion of the institution to which you may seek to transfer. If the diploma that 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 America Truck Driving School to determine if your diploma will transfer.

Additionally, America Truck Driving School does not accept transfer credits from any other institution or through challenge examinations and achievement tests. This institution has not entered into an articulation or transfer agreement with any other college or university.

Furthermore, it is at the sole discretion of the Director to award credit for prior experiential learning based on an in-person meeting. All experiential proof and documentation shall be presented at the meeting and the Director's decision shall be final. There is no charge for the in-person meeting.

Tuition Policies and Fees

All tuition and fees are payable prior to commencement of classes unless other arrangements are made.

Financial Assistance

Student Aid

America Truck Driving School does not participate in federal financial aid programs. For students who may require assistance with paying for the course, private tuition financing or re-training agency assistance may be available to those who qualify. This institution has been approved to participate in state funded Workforce Investment Act, Employment Development Department, and Department of Rehabilitation funding programs. Any student interested in funding through these institutions must contact them directly to qualify and receive all applicable consumer information.

Loan Information

If the student obtains a loan to pay for the program, the student will be responsible for repaying that loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed by the Federal or State government and the student defaults on the loan, the Federal or State may take action against the student including applying income tax refunds to pay towards the balance, and deny any future loans through the Federal or State government. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

Tuition and Fee Schedule

Course	Registration	Tuition	Books/Media	Clinic	STRF	Total
Class A/B Basic: Individual	\$250	\$4100	\$450	\$200	\$12.50	\$5012.50
Class A/B Commercial: Individual	\$250	\$4600	\$450	\$200	\$15	\$5515.00
Class A/B Refresher: Individual	\$250	\$4100	\$450	\$200	\$12.50	\$5012.50
Class A/B Truck Driver: Individual	\$250	\$6600	\$450	\$200	\$20	\$7520.00
Class A/B Truck and Bus Driver: Individual	\$250	\$7550	\$500	\$200	\$22.5	\$8522.50
Class A Truck Driver	\$250	\$6600	\$450	\$200	\$20	\$7520.00

*Discounts available to third-party and cash payers.

Student Tuition Recovery Fund:

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

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

In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

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

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

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

Additional Costs

In addition to tuition, fees, and expenses, students are responsible for the cost of (unless otherwise stated on your enrollment agreement) housing, meals, and transportation to and from the school.

Refund Policy and Right to Cancel

1. A student may cancel this agreement at any time by notifying the school via an email or hand written cancellation letter addressed to Santiago Rodriguez, Director and sent to info@americatruckdriving.com or dropped off at the satellite office 2210 N. Main Street, Santa Ana, CA 92706. The school determines the effective withdrawal date as the date the written or emailed letter is submitted. If canceled in writing or email within seven business days after the signing of this agreement or on the first day of classes,

whichever is later, all monies shall be refunded within 30 days. If a student is rejected for training or if a course is canceled, the student will receive a refund of all monies paid. If notice of cancellation is made after seven business days of signing the agreement but prior to or on the first day of instruction, (any notice to cancel may be mailed, faxed, or delivered in person) all tuition fees paid shall be refunded less a registration fee not to exceed \$250. If the student withdraws after the cancellation period, all tuition charges shall be refunded on a pro-rata basis, less a registration or administrative fee of \$250, material fee, or state fee if used. A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

2. Once purchased, material becomes the property of the student.
3. You have the right to withdraw from the school at any time. If you withdraw from the course instruction after the cancellation period as in #1, the school will remit a refund less a registration fee not to exceed \$250 within 30 days following your withdrawal. You are, obligated to pay only for the educational services rendered until you have completed 60% of the course of instruction. However, after you have completed 60% of the course of instruction, there is no refund. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If the amount you have paid is more than the amount that you owe for the time attended, then a refund will be made within 30 days of withdrawal. If the amount you owe is more than the amount you have paid, then you will have to make arrangements to pay it.
4. Hypothetical Refund Example: If a student completes only 30 hours of a 90-hour course and paid \$4500.00 tuition, the student would receive refund of \$3000.00.

60 hours of instruction paid for but not received	x	\$4500 tuition		=\$3000 refund amount
		90 clock hours of instruction for which the student has paid		

5. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You notify the school of your withdrawal or the actual date of withdrawal; (b) School terminates your enrollment; (c) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of scheduled class.
6. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and 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.

Curriculum: Class A/B Basic: Individual

Text and Lesson Materials	J.J. Keller ELDT and Hazmat
CDL Reference	Commercial Drivers Handbook
Handouts	Permit Study Guides

The following curriculum outline for the 56-hour Class A/B Basic: Individual training program is designed to ensure that each student receives quality up-to-date complete training. The outline will ensure that all students are taught the same way. The training program consists of three distinct parts: Theory, Behind the Wheel Range, and Behind the Wheel Road. This course is scheduled over 6 weeks on an individual basis, but students are given 6 months to complete.

The mission and purpose of this course is to adequately prepare the student in every aspect to comply with FMCSA Entry Level Driver Training and pass the California State Commercial Drive Test, with the objective being to gain reasonable employment as a commercial driver. Students’ performance measured by test scores and instructor input.

56 Hour Course Outline

Class	Subject	Hours
Orientation	Theory, Behind the Wheel Range, Behind the Wheel Road	2 hrs. (Covered by tuition)
Theory	Entry Level Driver Training Curriculum	14 hrs. (Covered by books/media)
	Unit 1 Orientation	
	Unit 2 Control Systems/Dashboard	
	Unit 3 Pre- and Post-Trip Inspections	
	Unit 4 Basic Control	
	Unit 5 Shifting/Operating Transmissions	
	Unit 6 Backing and Docking	
	Unit 7 Coupling and Uncoupling	
	Unit 8 Visual Search	
	Unit 9 Communication	
	Unit 10 Distracted Driving	
	Unit 11 Speed Management	
	Unit 12 Space Management	
	Unit 13 Night Operation	
	Unit 14 Extreme Driving Conditions	
	Unit 15 Hazard Perception	
	Unit 16 Skid Control/Recovery, Jackknifing, and Other Emergencies	
	Unit 17 Railroad-Highway Grade Crossings	
	Unit 18 Identification and Diagnosis of Malfunctions	
	Unit 19 Roadside Inspections	
	Unit 20 Maintenance	
	Unit 21 Handling and Documenting Cargo	
	Unit 22 Environmental Compliance Issues	
	Unit 23 Hours of Service Requirements	
	Unit 24 Fatigue and Wellness Awareness	
	Unit 25 Post-Crash Procedures	
	Unit 26 External Communications	
	Unit 27 Whistleblower/Coercion	
	Unit 28 Trip Planning	
	Unit 29 Drugs/Alcohol	
Unit 30 Medical Requirements		
	Hazardous Material Curriculum	4 hrs. (Covered by books/media)

	<p>Unit 1 Basic Introductory and Operational HM Requirements Unit 2 Reporting HM Crashes and Releases Unit 3 Tunnels and Railroad-Highway Grade Crossing Requirements Unit 4 Loading and Unloading HM Unit 5 HM on Passenger Vehicles Unit 6 Bulk Packages Unit 7 Operating Emergency Equipment Unit 8 Emergency Response Procedures Unit 9 Engine (Fueling) Unit 10 Tire Check Unit 11 Routes and Route Planning Unit 12 Hazardous Materials Safety Permits (HMSP)</p>	
Range	<p>Behind the Wheel Range Unit 1 Vehicle Inspection Pre-Trip/Enroute/Post-Trip Unit 2 Straight Line Backing Unit 3 Alley Dock Backing (45/90 Degree) Unit 4 Off-Set Backing Unit 5 Parallel Parking Blind Side Unit 6 Parallel Parking Sight Side Unit 7 Coupling and Uncoupling</p>	26 hrs. (Covered by tuition)
Road	<p>Behind the Wheel Road Unit 1 Vehicle Controls Unit 2 Shifting/Transmission. Unit 3 Communications/Signaling Unit 4 Visual Search Unit 5 Speed and Space Management Unit 6 Safe Driver Behavior Unit 7 Hours of Service (HOS) Requirements Unit 8 Hazard Perception Unit 9 Railroad (RR)-Highway Grade Crossing Unit 10 Night Operation Unit 11 Extreme Driving Conditions Unit 12 Skid Control/Recovery, Jackknifing, and Other Emergencies</p>	10 hrs. (Covered by tuition)

	<p>Unit 1 Basic Introductory and Operational HM Requirements Unit 2 Reporting HM Crashes and Releases Unit 3 Tunnels and Railroad-Highway Grade Crossing Requirements Unit 4 Loading and Unloading HM Unit 5 HM on Passenger Vehicles Unit 6 Bulk Packages Unit 7 Operating Emergency Equipment Unit 8 Emergency Response Procedures Unit 9 Engine (Fueling) Unit 10 Tire Check Unit 11 Routes and Route Planning Unit 12 Hazardous Materials Safety Permits (HMSP)</p>	
Range	<p>Behind the Wheel Range Unit 1 Vehicle Inspection Pre-Trip/Enroute/Post-Trip Unit 2 Straight Line Backing Unit 3 Alley Dock Backing (45/90 Degree) Unit 4 Off-Set Backing Unit 5 Parallel Parking Blind Side Unit 6 Parallel Parking Sight Side Unit 7 Coupling and Uncoupling</p>	26 hrs. (Covered by tuition)
Road	<p>Behind the Wheel Road Unit 1 Vehicle Controls Unit 2 Shifting/Transmission. Unit 3 Communications/Signaling Unit 4 Visual Search Unit 5 Speed and Space Management Unit 6 Safe Driver Behavior Unit 7 Hours of Service (HOS) Requirements Unit 8 Hazard Perception Unit 9 Railroad (RR)-Highway Grade Crossing Unit 10 Night Operation Unit 11 Extreme Driving Conditions Unit 12 Skid Control/Recovery, Jackknifing, and Other Emergencies</p>	14 hrs. (Covered by tuition)

	<p>Unit 1 Basic Introductory and Operational HM Requirements Unit 2 Reporting HM Crashes and Releases Unit 3 Tunnels and Railroad-Highway Grade Crossing Requirements Unit 4 Loading and Unloading HM Unit 5 HM on Passenger Vehicles Unit 6 Bulk Packages Unit 7 Operating Emergency Equipment Unit 8 Emergency Response Procedures Unit 9 Engine (Fueling) Unit 10 Tire Check Unit 11 Routes and Route Planning Unit 12 Hazardous Materials Safety Permits (HMSP)</p>	
Range	<p>Behind the Wheel Range Unit 1 Vehicle Inspection Pre-Trip/Enroute/Post-Trip Unit 2 Straight Line Backing Unit 3 Alley Dock Backing (45/90 Degree) Unit 4 Off-Set Backing Unit 5 Parallel Parking Blind Side Unit 6 Parallel Parking Sight Side Unit 7 Coupling and Uncoupling</p>	26 hrs. (Covered by tuition)
Road	<p>Behind the Wheel Road Unit 1 Vehicle Controls Unit 2 Shifting/Transmission. Unit 3 Communications/Signaling Unit 4 Visual Search Unit 5 Speed and Space Management Unit 6 Safe Driver Behavior Unit 7 Hours of Service (HOS) Requirements Unit 8 Hazard Perception Unit 9 Railroad (RR)-Highway Grade Crossing Unit 10 Night Operation Unit 11 Extreme Driving Conditions Unit 12 Skid Control/Recovery, Jackknifing, and Other Emergencies</p>	10 hrs. (Covered by tuition)

Curriculum: Class A/B Truck Driver: Individual

Text and Lesson Materials	J.J. Keller ELDT and Hazmat
CDL Reference	Commercial Drivers Handbook
Handouts	Permit Study Guides

The following curriculum outline for the 76-hour Class A/B Truck Driver: Individual training program is designed to ensure that each student receives quality up-to-date complete training. The outline will ensure that all students are taught the same way. The training program consists of three distinct parts: Theory, Behind the Wheel Range, and Behind the Wheel Road. This course is scheduled over 8 weeks on an individual basis, but students are given 6 months to complete.

The mission and purpose of this course is to adequately prepare the student in every aspect to comply with FMCSA Entry Level Driver Training and pass the California State Commercial Drive Test, with the objective being to gain reasonable employment as a commercial driver. Students' performance measured by test scores and instructor input.

76 Hour Course Outline

Class	Subject	Clock Hours
Orientation	Theory, Behind the Wheel Range, Behind the Wheel Road	2 hrs. (Covered by tuition)
Theory	Entry Level Driver Training Curriculum	14 hrs. (Covered by books/media)
	Unit 1 Orientation Unit 2 Control Systems/Dashboard Unit 3 Pre- and Post-Trip Inspections Unit 4 Basic Control Unit 5 Shifting/Operating Transmissions Unit 6 Backing and Docking Unit 7 Coupling and Uncoupling Unit 8 Visual Search Unit 9 Communication Unit 10 Distracted Driving Unit 11 Speed Management Unit 12 Space Management Unit 13 Night Operation Unit 14 Extreme Driving Conditions Unit 15 Hazard Perception Unit 16 Skid Control/Recovery, Jackknifing, and Other Emergencies Unit 17 Railroad-Highway Grade Crossings Unit 18 Identification and Diagnosis of Malfunctions Unit 19 Roadside Inspections Unit 20 Maintenance Unit 21 Handling and Documenting Cargo Unit 22 Environmental Compliance Issues Unit 23 Hours of Service Requirements Unit 24 Fatigue and Wellness Awareness Unit 25 Post-Crash Procedures Unit 26 External Communications Unit 27 Whistleblower/Coercion Unit 28 Trip Planning Unit 29 Drugs/Alcohol Unit 30 Medical Requirements	
	Hazardous Material Curriculum	4 hrs. (Covered by books/media)

	Unit 1 Basic Introductory and Operational HM Requirements Unit 2 Reporting HM Crashes and Releases Unit 3 Tunnels and Railroad-Highway Grade Crossing Requirements Unit 4 Loading and Unloading HM Unit 5 HM on Passenger Vehicles Unit 6 Bulk Packages Unit 7 Operating Emergency Equipment Unit 8 Emergency Response Procedures Unit 9 Engine (Fueling) Unit 10 Tire Check Unit 11 Routes and Route Planning Unit 12 Hazardous Materials Safety Permits (HMSP)	
Range	Behind the Wheel Range Unit 1 Vehicle Inspection Pre-Trip/Enroute/Post-Trip Unit 2 Straight Line Backing Unit 3 Alley Dock Backing (45/90 Degree) Unit 4 Off-Set Backing Unit 5 Parallel Parking Blind Side Unit 6 Parallel Parking Sight Side Unit 7 Coupling and Uncoupling	40 hrs. (Covered by tuition)
Road	Behind the Wheel Road Unit 1 Vehicle Controls Unit 2 Shifting/Transmission. Unit 3 Communications/Signaling Unit 4 Visual Search Unit 5 Speed and Space Management Unit 6 Safe Driver Behavior Unit 7 Hours of Service (HOS) Requirements Unit 8 Hazard Perception Unit 9 Railroad (RR)-Highway Grade Crossing Unit 10 Night Operation Unit 11 Extreme Driving Conditions Unit 12 Skid Control/Recovery, Jackknifing, and Other Emergencies	16 hrs. (Covered by tuition)

	<p>Unit 1 Basic Introductory and Operational HM Requirements Unit 2 Reporting HM Crashes and Releases Unit 3 Tunnels and Railroad-Highway Grade Crossing Requirements Unit 4 Loading and Unloading HM Unit 5 HM on Passenger Vehicles Unit 6 Bulk Packages Unit 7 Operating Emergency Equipment Unit 8 Emergency Response Procedures Unit 9 Engine (Fueling) Unit 10 Tire Check Unit 11 Routes and Route Planning Unit 12 Hazardous Materials Safety Permits (HMSP) Passenger Curriculum Unit 1 Post Crash Procedures Unit 2 Other Emergency Procedures Unit 3 Vehicle Orientation Unit 4 Pre-Trip/Enroute/Post Trip Inspections Unit 5 Fueling Unit 6 Idling Unit 7 Baggage/Cargo Management Unit 8 Passenger Safety Awareness Briefing Unit 9 Passenger Management Unit 10 ADA Compliance Unit 11 Hours of Service Unit 12 Safety Belt Safety Unit 13 Distracted Driving Unit 14 Railroad/Highway/Grade Crossings/Drawbridges Unit 15 Weigh Stations Unit 16 Security and Crime Unit 17 Roadside Inspections Unit 18 Penalties and Fines</p>	<p>10 hrs. (Covered by books/media)</p>
<p>Range</p>	<p>Behind the Wheel Range Unit 1 Vehicle Inspection Pre-Trip/Enroute/Post-Trip Unit 2 Straight Line Backing Unit 3 Alley Dock Backing (45/90 Degree) Unit 4 Off-Set Backing Unit 5 Parallel Parking Blind Side Unit 6 Parallel Parking Sight Side Unit 7 Coupling and Uncoupling</p>	<p>44 hrs. (Covered by tuition)</p>
<p>Road</p>	<p>Behind the Wheel Road Unit 1 Vehicle Controls Unit 2 Shifting/Transmission. Unit 3 Communications/Signaling Unit 4 Visual Search Unit 5 Speed and Space Management Unit 6 Safe Driver Behavior Unit 7 Hours of Service (HOS) Requirements Unit 8 Hazard Perception Unit 9 Railroad (RR)-Highway Grade Crossing Unit 10 Night Operation Unit 11 Extreme Driving Conditions Unit 12 Skid Control/Recovery, Jackknifing, and Other Emergencies</p>	<p>18 hrs. (Covered by tuition)</p>

	<p>Unit 1 Basic Introductory and Operational HM Requirements Unit 2 Reporting HM Crashes and Releases Unit 3 Tunnels and Railroad-Highway Grade Crossing Requirements Unit 4 Loading and Unloading HM Unit 5 HM on Passenger Vehicles Unit 6 Bulk Packages Unit 7 Operating Emergency Equipment Unit 8 Emergency Response Procedures Unit 9 Engine (Fueling) Unit 10 Tire Check Unit 11 Routes and Route Planning Unit 12 Hazardous Materials Safety Permits (HMSP)</p>	
Range	<p>Behind the Wheel Range Unit 1 Vehicle Inspection Pre-Trip/Enroute/Post-Trip Unit 2 Straight Line Backing Unit 3 Alley Dock Backing (45/90 Degree) Unit 4 Off-Set Backing Unit 5 Parallel Parking Blind Side Unit 6 Parallel Parking Sight Side Unit 7 Coupling and Uncoupling</p>	80 hrs. (Covered by tuition)
Road	<p>Behind the Wheel Road Unit 1 Vehicle Controls Unit 2 Shifting/Transmission. Unit 3 Communications/Signaling Unit 4 Visual Search Unit 5 Speed and Space Management Unit 6 Safe Driver Behavior Unit 7 Hours of Service (HOS) Requirements Unit 8 Hazard Perception Unit 9 Railroad (RR)-Highway Grade Crossing Unit 10 Night Operation Unit 11 Extreme Driving Conditions Unit 12 Skid Control/Recovery, Jackknifing, and Other Emergencies</p>	80 hrs. (Covered by tuition)