

# CATALOG 2024



**TRUCK DRIVING SCHOOL**  
TRANSPORTATION GUIDANCE & ASSISTANCE

[www.truckdriversed.com](http://www.truckdriversed.com)



## CAMPUSES

Instruction will be held at the following physical campuses:



MAIN CAMPUS  
MONTEBELLO, CALIFORNIA  
1115 S. TAYLOR AVE MONTEBELLO, CA 90640  
323-797-1841 or TEXT 323-403-4855



SATELLITE CAMPUS  
DOWNEY, CALIFORNIA  
8276 PHLOX STREET DOWNEY, CA 90241  
TRAINING SITE ONLY | NO ADMISSIONS

PUBLISHED NOVEMBER 25<sup>TH</sup>, 2023

VIB/School Catalog Effective 01/01/2024 to 12/31/2024

[www.truckdriversed.com](http://www.truckdriversed.com)



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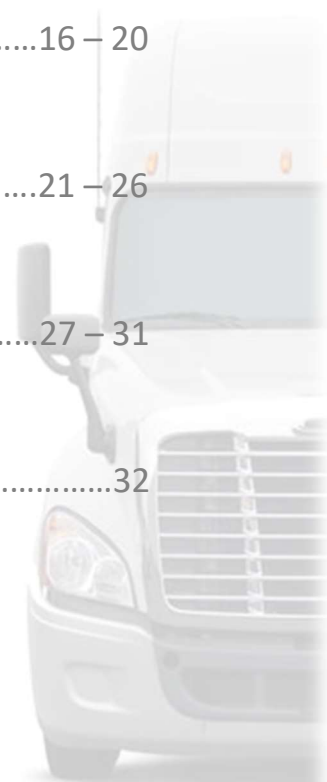
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Dear Future Student,

Welcome to Transportation Guidance & Assistance (TGA) Truck Driving School! Since our founding on January 7, 1991, TGA Truck Driving School has always maintained a high level of educational standards which allows, both student and educator, to partner, and begin a new life-changing process and achieve professional success in an ever-growing transportation industry.

We take pride in the accomplishments of our graduates, who serve as professional commercial drivers throughout the state, region, and nation. Our staff, instructors and industry partners are deeply committed to an educational partnership with our students in the quest to fulfill their professional aspirations.

Again, welcome to our truck driving school, and know that the road you have embarked on is not an easy one, but the rewards for reaching your destination are priceless.

Kind Regards,

Pablo J. De Leon

Chief Executive Officer

Transportation Guidance & Assistance Truck Driving School

Certified True and Correct in Content and Policy		
	Chief Executive Officer	11/25/2023
School Official's Signature	Title	Date



## STATEMENT OF OWNERSHIP

Transportation Guidance & Assistance Truck Driving School (dba: TGA Truck Driving School) is owned and operated by Reich Industries, Inc., a California Corporation located at 1115 S. Taylor Ave Montebello CA 90640.

This institution has no 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 (11U.S.C. Sec. 1101 et seq.).

This institution has not entered into any articulation or transfer agreement with any other college or university.

## CALIFORNIA REGULATORY DISCLOSURES

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. This catalog is provided to all prospective students and can be accessed from our website:

[www.truckdriversed.com](http://www.truckdriversed.com) or by contacting the school directly at 626.443.7167. This catalog is revised/updated annually, every November, and uploaded to the school's website prior to the end of the calendar year. Changes made shall be reflected at the time they are made in supplements or inserts accompanying the catalog. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

## CALIFORNIA STATE APPROVAL STATEMENT

Transportation Guidance & Assistance Truck Driving School is a private institution approved to operate by the California Bureau of Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.



## MISSION STATEMENT AND EDUCATIONAL PURPOSE

“We pursue excellence in commercial driver training that leads our students into professional success in an ever-changing transportation industry.”

We strive to prepare our students for a successful career by providing the best possible training, while also providing a pleasant, rewarding work environment for our associates. We are working for the success of every student and to build an educational reputation that will ensure valuable future opportunities for our graduates.

## SCHOOL HISTORY

Transportation Guidance & Assistance Truck Driving School was founded on January 9<sup>th</sup>, 1991. The school, then named TRAGUA, was in Whittier, California (at the old Simmons Truck Stop Center). In 1999, the campus was moved to South El Monte where the school provided commercial driver training to the community for the next two decades and rebranded under the current name TGA (Transportation Guidance & Assistance) Truck Driving School. In 2008, TGA Truck Driving School received institutional approval by the California State Approving Agency for Veterans Education (CSAAVE), allowing our institution to participate and accept Post 9/11 GI Bill Educational Benefits. In 2014, TGA Truck Driving School received approval from the South Workforce Investment Board, allowing prospective students to utilize state WIOA grants for training. In the same year, TGA Truck Driving School moved its main campus to Montebello, California. In 2021 TGA Truck Driving School opened its Downey, California satellite location.

## FACILITIES

The Montebello, California facility houses a single-story building with an estimated 19,500 sq. ft. training yard. Institutional grounds are handicap accessible and ADA compliant. Our 1,000 sq. ft. building houses two (2) administrative offices, one lobby, and two classrooms that accommodate 12 people each. The Downey, California facility includes about 20,000 sq. ft. of concrete (yard) space for additional truck maneuvering and parking.



**ACCREDITATION, APPROVALS, AND MEMBERSHIPS**

The school voluntarily undergoes periodic evaluations by teams of qualified examiners including subject matter experts in occupational education and private post-secondary school administration.

- This institution and its programs are non-accredited by an accrediting agency recognized by the United States Department of Education. TGA truck Driving School is not approved by the US Department of Education to receive Title IV funding on behalf of its students.
- The **CDLMASTER<sup>SM</sup>** Truck-Driver Training Program holds approval by the South Bay Workforce Investment Board (SBWIB) to train eligible persons under the provisions of Title IV, Workforce Innovation and Opportunity Act of 2008.
- The **CDLMASTER<sup>SM</sup>** Truck-Driver Training Program holds approval by the California State Approving Agency for Veterans Education (CSAAVE) to train eligible persons under the provisions of Title 38, United States Code.
- TGA Truck Driving School, and its programs, are registered with the Federal Motor Carrier Safety Administration’s (FMCSA) Training Provider Registry (TPR) in accordance with CDL training requirements under 49 CFR part 383.
- TGA Truck Driving School is a private institution, licensed to operate\* by the Bureau for Private Postsecondary Education (BPPE). BPPE physical address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; mailing address: P.O. Box 980818, West Sacramento, CA 95798-0818; Phone (916) 431-6959 / Toll free (888) 370-7589 / Fax (916) 263-1897 / [www.bppe.ca.gov](http://www.bppe.ca.gov). Current BPPE approved programs:

<b>CDLMASTER<sup>SM</sup></b>	COMMERCIAL DRIVER LICENSE – A
<b>CDLPRO<sup>SM</sup></b>	COMMERCIAL DRIVER LICENSE – B
<b>CDLBASIC<sup>SM</sup></b>	REFRESHER TRAINING

\* License to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009



## GENERAL ADMISSION REQUIREMENTS

Students must apply for admission to their program of study to be considered for acceptance and be provided a specific start date. The school reserves the right to deny admission to applicants if the admissions requirements are not successfully met. Listed below are the requirements and procedures that the school has established for admission to the school.

1. Students are required to visit the school prior to enrollment to obtain a clear understanding of the school, view the facilities and equipment, and to meet with staff.
2. All applicants are required to meet with an Admissions Advisor.
3. All applicants must complete an enrollment agreement.
4. No visa services or vouchers provided.

## REQUIRED DOCUMENTATION FOR ADMISSION

1. Valid, non-expired, United States Driver License.
2. Original, not laminated or taped, Social Security Card.
3. Recent (past 30 days) Motor Vehicle Report (MVR – K4). Applicants will be disqualified from admission for any of the following:
  - a. DUIs, DWIs, or open container convictions within that past five (5) years
  - b. Suspensions in the past 24 months
  - c. Any **at fault** accident(s) within the past 12 months
  - d. Reckless driving within the past 3 years
  - e. Any cell phone infractions in the past 3 years
  - f. Having more than one (1) speeding ticket in the past 24 months
4. **Choose One:** High School Diploma, GED, HiSET credential, college transcripts, certificate of completion from a post-secondary institution. An applicant without a high school diploma or equivalent, must take an entrance exam (Wonderlic's Basic Skills Test) to enter the program of study. Passing scores for the Wonderlic's basic skills tests are as follows: Quantitative score of 210 or greater & Verbal score of 200 or higher.
5. **Choose One:** Original, U.S., Birth Certificate, non-expired U.S. passport (book or card), Certificate of Naturalization, non-expired U.S. Permanent Resident Card. Please speak with an Admissions Advisor for those who hold a valid U.S. work permit.



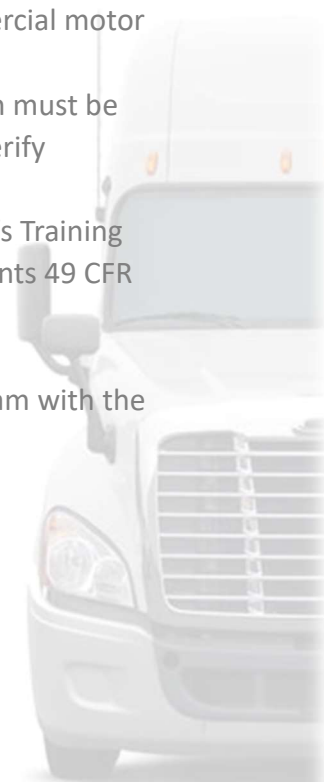


## PROGRAMS PREPARING GRADUATES FOR A FIELD REQUIRING LICENSURE

Under California law, the institution must take reasonable steps to ensure the student is eligible for licensure if he or she has chosen a program in a field where licensure is required. There are numerous eligibility requirements for licensure. Students are urged to be familiar with these requirements. If the student identifies concerns regarding his or her ability to meet licensure requirements, he or she is encouraged to discuss the concerns with an Admission Advisor. If you choose to pursue training even though you may not be able to achieve licensure, you must indicate that and sign a release to that effect.

### COMMERCIAL DRIVER LICENSE (CDL)

- All students must possess the ability to speak the English language to the standards set by the Federal Motor Carrier Administration (§391.11 Subpart B FMCSR): ability to read, speak, and understand English language sufficiently to converse with the general public, to understand highway traffic signs, to respond to official inquiries, and to make legible entries on reports and records. Those who are funded by WIOA will take, and must pass, a basic Ability to Benefit exam, administered by the local America's Job Center to determine English language proficiency. Those who are not funded by WIOA may submit a high school diploma or equivalent to determine English language proficiency. **This institution does not provide English as a second language services.**
- Be at least 18 years old for intrastate commerce and 21 years old for interstate commerce.
- Must provide proof of California residency to sit for the California Department of Motor Vehicle Commercial Driver License knowledge and/or road exam.
- Must pass a Department of Transportation (DOT) physical.
- Must pass a 5-panel drug and alcohol screening prior to operating a commercial motor vehicle (CMV).
- Complete a minimum of 15 hours of behind-the-wheel training (10 of which must be provided on public roads). Form DL1236 will be submitted by the school to verify compliance with this requirement.
- Complete a truck-driver training program that is registered with the FMCSA's Training Providers Registry (TPR) and cover all required subjects under CDL requirements 49 CFR part 383. To view an approved list of eligible training providers, visit: [www.tpr.fmcsa.dot.gov](http://www.tpr.fmcsa.dot.gov).
- All student drivers must pass state-administered behind-the-wheel road exam with the Department of Motor Vehicles to obtain a commercial driver license.



## HAZARDOUS MATERIAL (HazMat) ENDORSEMENT (ADD-ON)

Adding the Hazardous Material (HazMat) Endorsement to the commercial driver license requires applicants to submit a Department of Homeland Security (DHS) threat assessment. A HazMat Endorsement will not be issued until the Department of Motor Vehicles receives the approved background information from the DHS. DHS background requirements for HazMat can be seen here: [www.tsa.gov/disqualifying-offenses-factors](http://www.tsa.gov/disqualifying-offenses-factors). The following documents will be required when submitting a Department of Homeland Security threat assessment application:

- Valid, non-expired, Driver License or State I.D.
- **Choose One:** Original, U.S., Birth Certificate, non-expired U.S. passport (book or card), Certificate of Naturalization, non-expired U.S. Permanent Resident Card.

## APPLICANTS WITH FELONY CONVICTIONS

The transportation industry provides some employment opportunities for those who have felony convictions. If you have a felony conviction, please disclose that information to your Admission advisor so they can provide a realistic view of the employment opportunities upon graduation.

## STUDENTS SEEKING REASONABLE ACCOMODATIONS

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), TGA Truck Driving School abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in programs and services offered by the school “solely by reason of the handicap.” TGA Truck Driving School is committed to providing reasonable accommodations. The ADA does not require institutions to provide accommodations that result in undue burden or fundamentally alter the nature of the course or relevant academic program. Students should submit written requests with supporting documentation at least six weeks prior to the beginning of the first day of classes or as soon as practical.

## STATEMENT OF NON-DISCRIMINATION

TGA Truck Driving School does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, veteran, or military service status, political affiliation, age, or disability. The school complies with all local, state, and federal laws barring discrimination. Accordingly, equal opportunity for admission shall be extended to all persons. All inquiries or complaints regarding these laws and regulations should be directed to the school’s Director who will provide students with procedures to resolve complaints relating to alleged unlawful discriminatory actions.



## EXPERIENTIAL LEARNING

TGA Truck Driving School does not award credit for experiential learning.

## CREDIT FOR PREVIOUS TRAINING

Students who request to transfer credits from previously attended institutions must submit sealed official transcripts to the Admission's Office from originating institutions. Only official transcripts from institutions accredited by agencies recognized by the U.S. Department of Education will be accepted for transfer credit evaluation. In addition to official transcripts, copies of course descriptions, school catalogs, and course syllabus may also be required for evaluation purposes. Military service veterans are required to provide official transcripts for all prior postsecondary educational courses successfully completed to be reviewed for potential transfer credits. This institution will require about each veteran or eligible person's previous education and training, and request transcripts from all prior institutions. Previous transcripts will be evaluated, and credit will be granted, as appropriate. The veteran or eligible person will be notified of the evaluation result. The Veterans' Administration will also be notified of the credit(s) granted to veteran students. Sealed official transcripts must be received prior to the first day of the first class in which the student commences his or her education at the school. If official transcripts are not received within the appropriate time frame, credit may be awarded at the School Director's discretion.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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



## STUDENT SERVICES

Student Services staff are available to provide students with resources that make school life easier. Student Services responds to basic student questions, needs and requests in the areas of academics, finance, and co-curricular activities. Students are encouraged to speak with school staff with registrar requests, payment questions and any questions regarding transportation, childcare, professional counseling services in the community, and other information, as available, to address special concerns that may arise while attending the College.

### ADVISING AND TUTORING ASSISTANCE

Staff and faculty members on each campus are available to assist students in academic guidance. Students who have trouble in their coursework and have a need for academic support should first contact the appropriate academic administrator for the program of study to create an individualized academic success plan. Many faculty offer tutoring for their courses. The school will try to accommodate students' schedules in determining tutoring sessions, but students should realize that they may need to adjust their schedules to receive the kind of remedial or tutoring support required.

### HOUSING

Transportation Guidance & Assistance Truck Driving School does not offer any housing options while attending training programs offered at the school. TGA Truck Driving School does not have dormitory facilities under its control. The majority of TGA Truck Driving School students live within commuting distance of the campus. However, when housing is needed the Admission's Representative and/or School Director will help the student find suitable temporary housing (cost of housing is the responsibility of the student). Housing referral: Budget Inn & Suites 7701 Slauson Ave, Commerce CA 90040 323-728-5165. Average cost of stay is \$1,200 - \$1,500.00 per 2-weeks of stay.

### CAREER SERVICES

Student graduates are given access to the career placement services for entry-level positions as professional truck drivers. Students are encouraged speak with a career placement staff member to gain knowledge and insight into the trucking industry. This allows all applicants to understand the job requirements and duties expected by trucking companies in positions as professional truck drivers. Although employment cannot be guaranteed, employment assistance services are available to all students who successfully complete the requirements for graduation in their program. Employment opportunities may be limited for anyone who has a criminal background.



### LIBRARY SERVICES

Students have access to a school library which houses up-to-date books and brochures concerning new truck-driver regulations pertaining to State and Federal laws. Students who wish to utilize these resources can obtain permission from instructional staff.

### STUDENT RECORDS

TGA Truck Driving School will maintain student records for each student, whether the student completes his or her educational program, for a period ending five years after the date of the student's graduation, withdrawal, or termination. Student transcripts will be maintained indefinitely.

### ACADEMIC TRANSCRIPTS

TGA Truck Driving School provides a standard transcript, free of charge, for qualified students or graduates. When students have successfully completed their programs, a copy of the student's transcript will accompany their diplomas. To obtain individual student records, students must complete a transcript request form and submit it to the Admission's Department.

The rights of students to inspect their records are in accordance with The Family Educational Rights and Privacy Act of 1974 (FERPA).

### SECURITY

The school strives to provide its students with a safe and secure environment. Students are responsible for their own security and safety and must be considerate of the security and safety of others. The school is not responsible for any student's personal belongings that are lost, stolen, or damaged on campus, in parking lots, or during any School activities. Students are encouraged to promptly and accurately report all emergencies to School officials. Upon receipt of any report of a medical or criminal emergency, the school will, on behalf of the student, obtain the services of medical or security professionals, as deemed appropriate.



## COMPLAINT & GRIEVANCES PROCEDURES

Every student has the right to file a grievance. If a student believes a School official, faculty member, administrator or student has acted improperly or inconsistently with TGA Truck Driving School policies and/or procedures, the student may file a grievance. This may include, but is not limited to, misapplication or misinterpretation of policy, procedures, practices, unfair treatment or conduct, etc. All grievances must be filed within 30 days of the incident.

The Grievance Policy and Procedures is designed to support and foster a fair, objective, respectful and ethical set of policies and procedures for resolution of disputes. The policies and procedures are designed to provide students with a process in which to protect the school and its students. Students, faculty or administrators who submit or support a filed grievance may not be subjected to retaliation. Incidents of retaliation should be immediately reported to the school Director. Frivolous or malicious grievances and matters that have been or are in litigation will not be reviewed/considered. Any person(s) submitting a frivolous or malicious grievance will be referred to the school Director for possible disciplinary action. Prior to submitting a formal grievance, student is encouraged to attempt a good faith resolution with the individual(s) at whom the grievance is directed.

The school believes that most grievances can be resolved through this informal process.

**Step 1:** Discuss the issue with the individual(s). Every attempt should be made by both the student and individual(s) to resolve the matter at this level.

**Step 2:** If not resolved through Step 1, unresolved issues should be informally discussed/submitted in writing to the school Director.

If dissatisfied with the response or solution, a student may submit a written grievance, along with all grievance documents, to the school Director. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the bureau's internet website: [www.bppe.ca.gov](http://www.bppe.ca.gov).



## CONDUCT POLICY

Students enrolling at TGA Truck Driving School assume an obligation to conduct themselves in a manner compatible with the school's function as an educational institution. The school expects its students to conduct themselves as responsible individuals, considerate and respectful of the rights and interests of others. The school's mission reflects an intention to partner with students in their preparation for a professional career, and part of the education experience for students pertains to the kind of behavior that is acceptable in professional settings.

Specific behaviors that are unacceptable within the classroom setting include the use of cell phones or any technology that is not intended for the express benefit of the learning experience and approved by the faculty. Disruptive behavior, including conversations unsanctioned by the faculty, is unacceptable.

All students must obey school rules and regulations, which are furnished to the student at the time of enrollment. It is also vital, that all students obey, and respect directions given by instructors, administrators and staff. Failure to do so may result in a school suspension and ultimately a termination. For those utilizing military benefits, the Department of Veteran Affairs will be notified accordingly.

## SEXUAL HARRASSMENT / VIOLENCE PREVENTION

TGA Truck Driving School's policy is to provide all students and employees with an educational, employment, and business environment free from all forms of harassment, exploitation, intimidation, or unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct or communications of a sexual nature as defined and otherwise prohibited by the California Fair Employment and Housing Act, California Education Code, and State and Federal rules, regulations, statutes, and laws prohibiting sexual harassment and retaliation. Sexual harassment should be reported immediately to the school Director. A student may also send an anonymous email to: [pdeleon@truckdriversed.com](mailto:pdeleon@truckdriversed.com).

## STUDENT / EMPLOYEE FRATERNIZATION

Employees of the school are prohibited, under any circumstances, to date or engage in any fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have consented to such conduct. Further, employees may not entertain students or socialize with students outside of the school environment. Similarly, any action or comment by an employee which invites romantic or sexual involvement with a student is considered highly unethical, in violation of school policy, and may result in disciplinary action by the school.



## DRUGS & ALCOHOL ABUSE PREVENTION POLICY

The possession or use of drugs or alcohol is strictly forbidden on TGA Truck Driving School premises or during any school sponsored activities conducted off-campus. Faculty and student peers have an obligation to act on concerns regarding alcohol or drug abuse or dependency when encountered within the school's academic community. Students who need counseling assistance for drug or alcohol dependency should contact the school Director for a list of resources. All referrals will be kept confidential.

TGA Truck Driving School adheres to the following rules regarding drugs and alcohol:

1. Students may not possess or be under the influence of alcohol while in classroom or behind-the-wheel settings. Under Department of Transportation guidelines, students who exhibit reasonable suspicion of being under the influence will be required to take a drug exam at the Director discretion.
2. Students may not be under the influence of drugs, i.e. controlled substances, or prescription drugs, when there is the possibility that such use may impair the learning process in a classroom setting or impair the student's ability to safely perform their driving skills.
3. Students may not be involved in the illegal possession, distribution, sale, use or purchase of a controlled substance.
4. All students will be enrolled in the Federal Regulated Drug & Alcohol Testing Consortium.

Violation of this policy is grounds for immediate termination from the program.





**FINANCIAL INFORMATION**

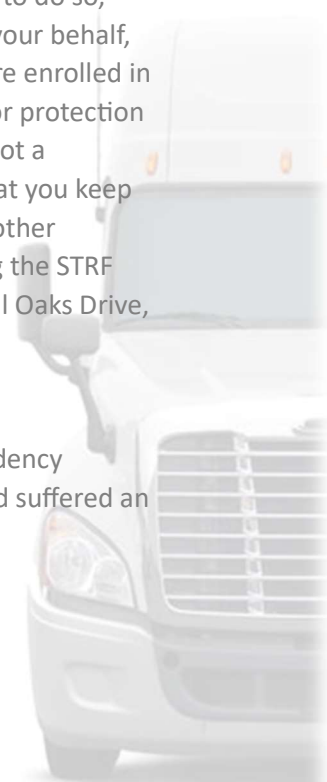
The school believes that the cost of education is primarily the responsibility of students. A staff of well qualified Admission Advisors is available to all students to assist in financial advising and applying for aid through different financial assistance programs.

**CERTIFICATE PROGRAMS**

PROGRAM	TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	REGISTRATION FEE (NON-REFUNDABLE) 1	ESTIMATED TOTAL FEES 2	STUDENT TUITION RECOVERY FUND (NON-REFUNDABLE) 3	ESTIMATED TOTAL TUITION COST	ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM
CDLMASTER <sup>SM</sup>	\$5,995.00	\$250.00	\$297.50	\$0	\$5,447.50	\$5,995.00
CDLPRO <sup>SM</sup>	\$3,995.00	\$250.00	\$297.50	\$0	\$3,447.50	\$3,995.00
CDLBASIC <sup>SM</sup>	\$2,293.00	\$250.00	\$143.00	\$0	\$1,900.00	\$2,293.00

1. All students enrolling into a certificate program must pay a non-refundable registration fee.
2. Fees include items such as Department of Motor Vehicles’ licensing fee, Hazardous Material Threat Assessment fee, Department of Transportation physical and drug screening fee.
3. As of April 1<sup>st</sup>, 2024, the STRF Fee is \$0.00 per \$1,000.00. Notice to Students Regarding the Student Tuition Recovery Fund (STRF). The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (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.



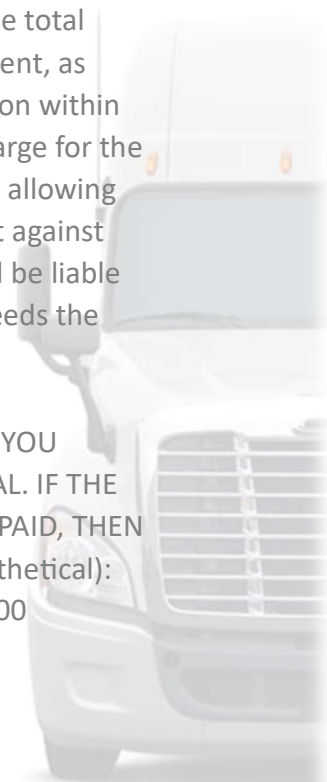
## STUDENTS RIGHT TO CANCEL | REFUND POLICY

You have the right to cancel this agreement for educational service, any equipment or other goods and services, and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Cancellation occurs when you give written Notice of Cancellation at the School address shown on the third page of this catalog. You can do this by mail, in person, by fax or telegram. The Notice of Cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two Notice of Cancellation forms at the time of enrollment. If you cancel this agreement, the school will refund any money that you paid within 30 days after your notice is received. If the School has given you any equipment, you shall return it to the school within 30 days following the date of your Notice of Cancellation. If you fail to return this equipment in good condition within the 30-day period, the school shall retain that portion of payment paid by you and deduct the cost from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period, the school will remit a refund less a registration fee not to exceed \$250.00 (\$10.00 for Veterans) within 45 days following your withdrawal.

You are obligated to pay only for the educational services rendered and for unreturned equipment. 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, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified in the agreement as a separate charge, and return it in good condition within 45 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 45-day period, the school may offset against the refund for the documented cost to the school of the equipment. You shall be liable for the amount, if any, by which the documented cost for the equipment exceeds the prorated refund amount.

IF YOU HAVE PAID MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT. Refund Example (Hypothetical):  
 $\$4,037.63 / 160\text{hrs} = \$25.24$  Per Hour  $\$25.24 \times 100$  Hours Received =  $\$2,524.00$



$\$2,524.00 + 10.00$  (Registration Fee) +  $\$150.00$  (Unreturned Equipment) =  $\$2,684.00$   
 $\$5,000.00$  (Total Cost of Course) -  $\$2,684.00$  =  $\$2,316.00$  (Actual Refund) If you return the equipment in good condition within 30 days following withdraw, the school shall refund the charge for the equipment as described above. The actual refund amount would then be:  $\$2,316.00 + \$150.00 = \$2,466.00$ .

### FINANCIAL ASSISTANCE

If you are unable to meet educational costs on your own, financial assistance is available for those who qualify. TGA Truck Driving School can show you several financing options, including military programs, private student loans, and State grants. We'll help you navigate the world of student financial aid, identify the opportunities available to you and apply for financial assistance.

We also accept Checks, Debit/Credit Cards, and/or Cash. WE ACCEPT VISA, MASTER CARD, DISCOVER, AND AMERICAN EXPRESS

Students who obtain a student loan are responsible for full payment of the loan amount plus any 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 monies not paid from federal financial aid funds.

Transportation Guidance & Assistance does not participate in Federal Financial Aid. In making consumer loans to students, an institution shall also comply with the requirements of the Federal Truth in Lending Act pursuant to Title 15 of the U.S. Code.

### FINANCIAL AID PROGRAMS AVAILABLE AT TGA TRUCK DRIVING SCHOOL

#### **Workforce Innovation and Opportunity Act (WIOA)**

These are grant programs administered by the State of California and local county boards for eligible persons who are unemployed or underemployed. Interested participants should visit their local America Job Center of California (AJCC) for eligibility requirements.

#### **Department of Rehabilitation (DOR)**

These are grant programs administered by the State of California through offices of the Department of Rehabilitation.

#### **Private Student Loans**

Interested applicants can apply for monthly financing options through CLIMB credit services. Programs accept co-signed are on approved credit.



**Workers Compensation Re-Training Vouchers**

As a licensed institution, TGA Truck Driving School can accept re-training vouchers from workers compensation claims.

**Post 9/11 GI Bill® Educational Benefits**

TGA Truck Driving School's program(s) are approved for training of Veterans and eligible persons under the provisions of Title 38, United States Code. Students interested in Veterans Educational Benefits should contact Admissions and speak with a VA Certifying Official. Veterans interested in applying their educational benefits to their enrollment should call the following number: (888) GI – BILL-1 or go to [benefits.va.gov/gibill](http://benefits.va.gov/gibill) for more information. The Certificate of Eligibility will indicate how much of a student's benefits are eligible to be applied. A monthly housing allowance (MHA) is a benefit paid via direct deposit to students while attending school and is equal to the Basic Allowance for Housing (BAH). Eligible students must maintain satisfactory academic progress to continue receiving educational benefits.

GI BILL® is a registered trademark of the US Department of Veteran Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at: <http://www.benefits.va.gov/gibill>



**ACADEMIC POLICIES****GRADING SYSTEM**

TGA Truck Driving School has two methods of recording the student's progress while attending his/her scheduled classes for all programs.

**CLASSROOM TRAINING**

LETTER CODE	DESCRIPTION
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59

A student MUST pass the classroom portion of the program(s) with a minimum score of 80% pursuant to FMCSR 49 CFR Part 383 (Entry-Level Driver Training – ELDT reporting requirements). The student's Training Provider Registry (TPR) record will be updated accordingly.

**SKILL(S) TRAINING**

NUMBER CODE	DESCRIPTION
4	Above Average
3	Proficient – able to perform the skill 80% of the time without aid
2	Able to perform the skill with the aid of an instructor
1	Not able to perform skill even with the aid of an instructor

A student MUST pass the road and range portion of the program(s) with a minimum score of 3 (proficient) pursuant to FMCSR 49 CFR Part 383 (Entry-Level Driver Training – ELDT reporting requirements). The student's Training Provider Registry (TPR) record will be updated accordingly.



**SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENTS**

You need to make satisfactory academic progress (SAP) to continue receiving tuition aid. In other words, you must make good enough grades, and complete enough classes (credit, hours, etc.), to keep moving toward successfully completing your certificate in a time that’s acceptable.

All students are expected to meet the minimum standards of SAP required for the program of study. SAP is measured in two ways:

QUALITATIVE	QUANTITATIVE
You must maintain a minimum score of 80% in your classroom requirements, driving skills, backing skills, and inspections (external & internal).	You cannot miss more than 10% of your scheduled clock hours of training. This means you cannot miss more than four (4) days or sixteen (16) hours of training.

**STANDARDS FOR STUDENT ACHIEVEMENT**

A student must meet the following requirements to qualify for a Certificate of Completion:

**CDLMASTER<sup>SM</sup> – CLASS A**

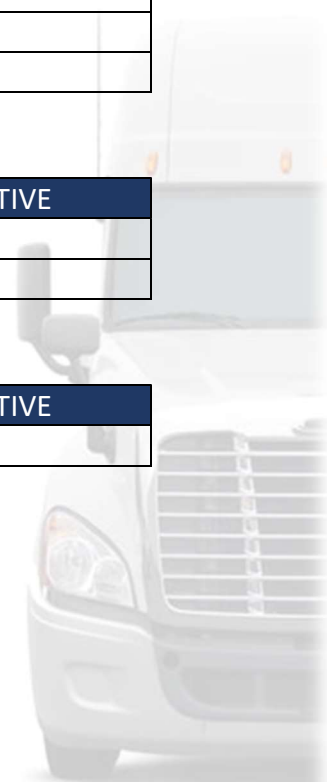
CLOCK HOURS	QUALITATIVE	QUANTITATIVE
0 – 48	80%	90%
49 – 96	PROFICIENCY SCORE: 3	90%
97 - 160	PROFICIENCY SCORE: 3	90%

**CDLPRO<sup>SM</sup> – CLASS B**

CLOCK HOURS	QUALITATIVE	QUANTITATIVE
0 – 48	80%	90%
49 – 63	PROFICIENCY SCORE: 3	90%

**CDLBASIC<sup>SM</sup> – REFRESHER**

CLOCK HOURS	QUALITATIVE	QUANTITATIVE
0 – 15	PROFICIENCY SCORE: 3	90%



### **ACADEMIC PROBATION**

Students who fail to maintain satisfactory academic progress (SAP) will be placed on academic probation for one (1) week. During this week, the student must attend mandatory tutoring lessons (outside the scope of the program) on Friday between the hours of 8AM – 5PM. During the two-week probationary period the student must improve their academic progress.

### **GRADUATION REQUIREMENTS**

Passing the Department of Motor Vehicles (DMV) road exam satisfies the completion of the program. Upon satisfactorily completing the course, a Certificate of Completion will be awarded to the student. VA educational benefits expire on the earliest of either the date you reach the total hours approved for your program, or on the date you complete or terminate your enrollment in the program.

### **MAXIMUM TIME FRAME**

Students are expected to complete their program within 150 percent of the published length of the program (or 1.5 times the number of credits or hours in their program). Once the school determines that you cannot complete your degree in the maximum timeframe, we are required to terminate your aid immediately (not once you reach the maximum timeframe).

### **ATTENDANCE POLICY**

An excused absence from training is given if: student communicates with school 24 hours prior to session and/or has other valid reasons substantiated in writing, at the discretion of the school director. Valid reasons for excusable absences are as follows: illness, birth or death in the immediate family, jury duty, military duty, and/or family emergency. Students receiving benefits from the VA must maintain at least a 90% attendance rate to continue receiving VA benefits. If you miss more than 10% of your program (16 clock hours) you will be placed on probation. If you miss more than 10% during probationary period, your VA educational benefits will be terminated.





**TARDINESS/EARLY DEPARTURE POLICY**

Tardiness is unprofessional behavior. Students who arrive for class after the scheduled start time are considered tardy; students who depart from class before the scheduled completion time are considered to have “departed early.” Faculty members will track student tardiness and early departures. Upon the second instance of tardiness/early departure, faculty members are advised to discuss the issue with the student. On the event of the third tardy and/or early departure, the student will receive one absence. For those utilizing military benefits, the Department of Veteran Affairs will be notified accordingly.

**INTERRUPTION FOR UNSATISFACTORY ATTENDANCE**

Student(s) who have not maintained the required minimum attendance of 90% will be placed under a one-week probationary period. After the one-week probationary period, if the student(s) has not improved attendance the student will be dropped from the course. Only two probationary periods are allowed. For those utilizing military benefits, the Department of Veteran Affairs will be notified accordingly.

**MILITARY DUTY POLICY**

Students who are required to participate in military duties and are therefore required to be absent from their scheduled classes will not be penalized. The student must provide the appropriate academic administrator with written documentation.

**SCHOOL DISMISSAL POLICY**

Students on academic and financial aid warning that fail to meet the minimum school progress requirements at the end of their program, will be dismissed from the school, but may appeal the dismissal. Violation of academic and/or student conduct policy may result in a dismissal but may be appealed. A student who fails to meet the school and/or program specific attendance policy may be dismissed.



### CONDITION FOR RE-ENROLLMENT POLICY

Re-Enrollment or Re-Start to the training program will be determined under the following regulations and policies.

1. Student successfully completes the re-entrance exam. This exam allows the school to see that student can re-enter his/her training course at the correct training level.
2. Evidence is shown to the School Director's satisfaction that the cause of the interruption has been rectified.

For students utilizes VA educational benefits, the school may again certify you for VA educational benefits, giving you credit for all hours completed prior to the leave.

### MAKE-UP WORK POLICY

If student(s) were absent from class (excused or unexcused), make-up work will be determined necessary after the school has conducted an evaluation on the subject matter. Evaluations are administered in the form of written exams. Make-Up classes are scheduled at the discretion of the school Director.

### LEAVE OF ABSENCE

In cases of extenuating circumstances, and upon written request to the school Director, a leave of absence (LOA) may be granted. Leave of absence indicates that the student intends to resume training. If a student on a leave of absence does not re-enter school within thirty (30) school days, he/she will be dismissed/dropped. One LOA is granted per student in a six (6) month period. Students receiving VA educational benefits may take a school approved LOA, but this will interrupt VA educational benefits during the leave. This will be reported as a termination to the VA. Upon return, the school may again certify you for VA educational benefits, giving you credit for all hours completed prior to the leave.



## WITHDRAW PROCESS

For 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 the withdraw or the actual date of withdrawals; (b) School terminates your enrollment; (c) you fail to attend classes for a two-week period; (d) you fail to return from a leave of absence. In this case the date of withdraw shall be deemed to be the last recorded attendance.

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid (e.g. EDD or VA) program from which you received benefits. Any remaining amount will be returned to the student. In accordance with California State Law, all refunds will be made within forty-five (45) days from the date of cancellation or withdrawal (as described in Paragraphs 1 and 3 above). If a student does not return from an approved Leave of Absence period as stated in School Catalog, (however, such Leave of Absence may never exceed thirty (30) calendar days) refunds will be made within forty-five (45) days from the end of the Leave of Absence period. Within ten (10) days of any refund, the student will receive a Notice of Refund stating the amount of the refund and to whom refund was made. For those utilizing military benefits, the Department of Veteran Affairs will be notified accordingly.

Students who obtain a student loan are responsible for full payment of the loan amount plus any interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds (CEC 94909(a)(11)).



**PROGRAM OFFERINGS**

TGA Truck Driving School offers the following programs:

NAME	DESCRIPTION	TOTAL CLOCK HOURS
CDLMASTER <sup>SM</sup>	COMMERCIAL DRIVER LICENSE – A	160

Classification of Instructional Programs (CIP): 49.0205 (Commercial Vehicle Operation)

Standard Occupational Classification (SOC) Code: 53-3032 (Heavy & Tractor-Trailer Truck Drivers)

Program length in weeks: 10 weeks (may be extended depending on holiday schedules)

Location: Montebello, California

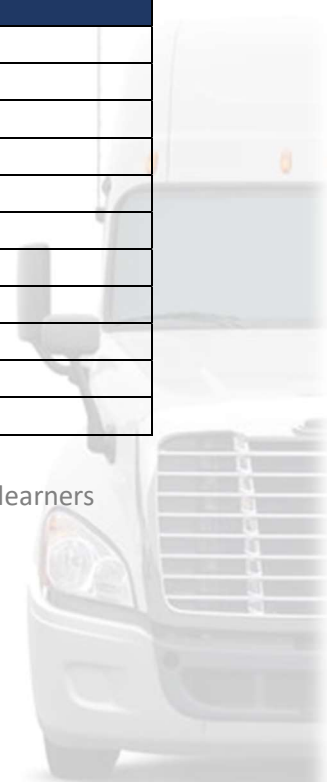
**Description & Objective:** Truck drivers play a key role in America’s supply chain. Truck drivers are relied upon to deliver an array of goods throughout the nation and have the responsibility to do this in a timely and safe manner. The school’s program provides graduates with the skills and knowledge necessary to qualify for entry-level positions as a Truck Driver and obtain their Commercial Driver License (Class A), hazardous material, tank and double/triple endorsements. The training program is divided into learning units called modules. Students must complete all three (3) modules. Students must successfully complete Entry-Level Driver Training (ELDT) Requirements and California’s 15 hours of behind-the-wheel training, which are embedded in the modules. ELDT requirements must be completed with a minimum score of 80% to sit for the Commercial Driver License (CDL) state road examination. At the completion of this program, students will be eligible to sit for the Department of Motor Vehicles’ CDL road examination.

MODULE 1 – BASIC OPERATIONAL THEORY

48 CONTACT HOURS

NUMBER	MODULE TITLE
1.1	ORIENTATION
1.2	FEDERAL REGULATIONS
1.3	HANDLING & DOCUMENTING CARGO
1.4	ENVIRONMENTAL COMPLIANCE
1.5	PROFESSIONAL DRIVER DEVELOPMENT
1.6	CONTROL SYSTEMS/DASHBOARD
1.7	DEFENSIVE DRIVING
1.8	AIR BRAKE SYSTEMS
1.9	COMBINATION VEHICLES
1.10	HAZARDOUS MATERIALS
1.11	TANKS, DOUBLE, AND TRIPLE TRAILERS

At the completion of Module 1, student drivers will have obtained their commercial learners permit (CLP) and any applicable endorsements (add-ons).



MODULE 2 – VEHICLE SYSTEMS AND INSPECTIONS

16 CONTACT HOURS

NUMBER	MODULE TITLE
2.1	IDENTIFICATION & MAINTENANCE OF VEHICLE SYSTEMS
2.2	DIAGNOSING AND REPORTING MALFUNCTIONS
2.3	VEHICLE INSPECTIONS
2.4	BASIC VEHICLE CONTROL
2.5	COUPLING & UNCOUPLING

Modules 1 and 2 meet Entry-Level Driver Training (ELDT) theory curriculum standards per FMCSR 49 CFR part 383.

MODULE 3 – ADVANCE VEHICLE CONTROL

96 CONTACT HOURS

NUMBER	MODULE TITLE
3.1	BACKING AND DOCKING
3.2	VEHICLE INSPECTIONS
3.3	VISUAL SEARCH*
3.4	VEHICLE COMMUNICATION*
3.5	SPEED MANAGEMENT*
3.6	SPACE MANAGEMENT*
3.7	HAZARD PERCEPTION*
3.8	TRANSMISSIONS*
3.9	EXTREME DRIVING CONDITIONS#
3.10	EMERGENCY MANEUVERS/SKID AVOIDANCE/CONTROL#
3.11	PASSIVE NON-SIGNALLED RAILROAD CROSSINGS#
3.12	NIGHT OPERATIONS#

#Indicates concepts that are discussed during road training or simulated but not necessarily performed.

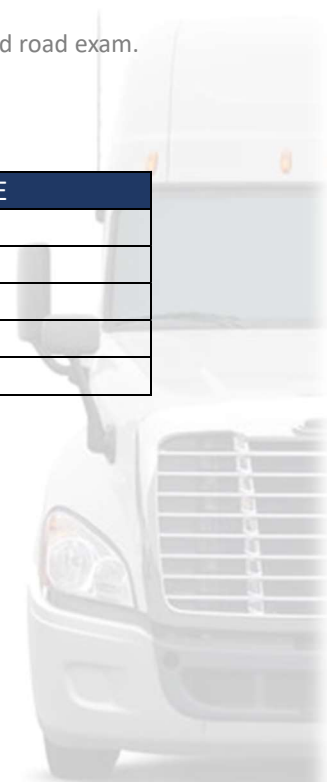
\*Behind-the-wheel hours performed on public roads/highways

Module 3 complies with California minimum hours of training to sit for the state-administered road exam.

The Downey, California satellite campus is used to complete module 3 training.

INSTRUCTIONAL EQUIPMENT

YEAR	MAKE/MODEL	TRANSMISSION TYPE
2016	VL – CNG POWERED VOLVO TRUCK	AUTO
2016	VL – CNG POWERED VOLVO TRUCK	AUTO
2005	28’ GREAT DANE SEMI-TRAILER	N/A
2006	28’ GREAT DANE SEMI-TRAILER	N/A
2015	FRIEHTLINER CASCADIA TRUCK	10-SPEED MANUAL



NAME	DESCRIPTION	TOTAL CLOCK HOURS
CDLPRO <sup>SM</sup>	COMMERCIAL DRIVER LICENSE – B	63

Classification of Instructional Programs (CIP): 49.0205 (Commercial Vehicle Operation)

Standard Occupational Classification (SOC) Code: 53-3032 (Heavy & Tractor-Trailer Truck Drivers)

Program length in weeks: 5 weeks (may be extended depending on holiday schedules)

Location: Montebello, California

**Description & Objective:** Truck drivers play a key role in America’s supply chain. Truck drivers are relied upon to deliver an array of goods throughout the nation and have the responsibility to do this in a timely and safe manner. The school’s program provides graduates with the skills and knowledge necessary to qualify for entry-level positions as a Truck Driver and obtain their Commercial Driver License (Class B). The training program is divided into learning units called modules. Students must complete both modules. Students must successfully complete Entry-Level Driver Training (ELDT) Requirements and California’s 15 hours of behind-the-wheel training, which are embedded in the modules. ELDT requirements must be completed with a minimum score of 80% to sit for the Commercial Driver License (CDL) state road examination. At the completion of this program, students will be eligible to sit for the Department of Motor Vehicles’ CDL road examination.

MODULE 1 – BASIC OPERATIONAL THEORY

32 CONTACT HOURS

NUMBER	MODULE TITLE
1.1	ORIENTATION
1.2	FEDERAL REGULATIONS
1.3	HANDLING & DOCUMENTING CARGO
1.4	ENVIRONMENTAL COMPLIANCE
1.5	PROFESSIONAL DRIVER DEVELOPMENT
1.6	CONTROL SYSTEMS/DASHBOARD
1.7	DEFENSIVE DRIVING
1.8	AIR BRAKE SYSTEMS
1.9	HAZARDOUS MATERIALS & TANK VEHICLES

At the completion of Module 1, student drivers will have obtained their commercial learners permit (CLP) and any applicable endorsements (add-ons).



MODULE 2 – VEHICLE SYSTEMS AND INSPECTIONS

16 CONTACT HOURS

NUMBER	MODULE TITLE
2.1	IDENTIFICATION & MAINTENANCE OF VEHICLE SYSTEMS
2.2	DIAGNOSING AND REPORTING MALFUNCTIONS
2.3	VEHICLE INSPECTIONS
2.4	BASIC VEHICLE CONTROL
2.5	COUPLING & UNCOUPLING

Modules 1 and 2 meet Entry-Level Driver Training (ELDT) theory curriculum standards per FMCSR 49 CFR part 383.

MODULE 3 – ADVANCE VEHICLE CONTROL

15 CONTACT HOURS

NUMBER	MODULE TITLE
3.1	BACKING AND DOCKING
3.2	VEHICLE INSPECTIONS
3.3	VISUAL SEARCH*
3.4	VEHICLE COMMUNICATION*
3.5	SPEED MANAGEMENT*
3.6	SPACE MANAGEMENT*
3.7	HAZARD PERCEPTION*
3.8	TRANSMISSIONS*
3.9	EXTREME DRIVING CONDITIONS#
3.10	EMERGENCY MANEUVERS/SKID AVOIDANCE/CONTROL#
3.11	PASSIVE NON-SIGNALLED RAILROAD CROSSINGS#
3.12	NIGHT OPERATIONS#

#Indicates concepts that are discussed during road training or simulated but not necessarily performed.

\*Behind-the-wheel hours performed on public roads/highways

Module 3 complies with California minimum hours of training to sit for the state-administered road exam.

The Downey, California satellite campus is used to complete module 3 training.

INSTRUCTIONAL EQUIPMENT

YEAR	MAKE/MODEL	TRANSMISSION TYPE
2016	VL – CNG POWERED VOLVO TRUCK	AUTO
2016	VL – CNG POWERED VOLVO TRUCK	AUTO
2015	FRIEHTLINER CASCADIA TRUCK	10-SPEED MANUAL



NAME	DESCRIPTION	TOTAL CLOCK HOURS
CDLBASIC <sup>SM</sup>	COMMERCIAL DRIVER LICENSE – B	15

Classification of Instructional Programs (CIP): 49.0205 (Commercial Vehicle Operation)

Standard Occupational Classification (SOC) Code: 53-3032 (Heavy & Tractor-Trailer Truck Drivers)

Program length in weeks: 4 weeks (may be extended depending on holiday schedules)

Prerequisites: Must have completed a Federal Motor Carrier Safety Administration approved theory curriculum.

Location: Montebello, California

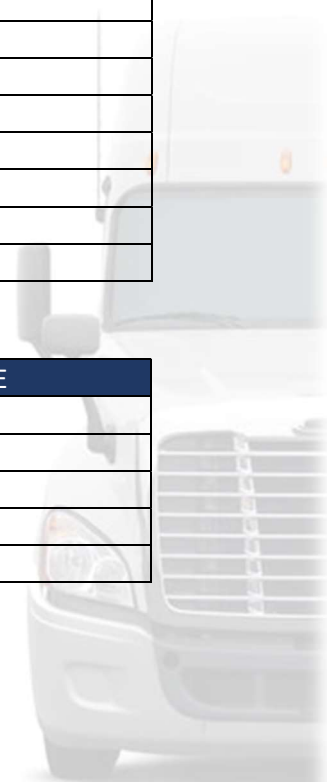
**Description & Objective:** This market-responsive program was created to allow individuals seeking to satisfy California’s 15-hour behind-the-wheel minimum requirements to sit for the state-administered road exam. This program will also satisfy the behind-the-wheel ELDT requirement set forth by the FMCSA 49 part 383. To successfully complete the program, the student driver must receive 10 clock hours behind-the-wheel on public roads and 5 clock hours on backing skills/maneuvers. The use of the school’s equipment is included in the cost of the program for the state-administered road exam.

MODULE 1 – ADVANCE VEHICLE CONTROL  
15 CONTACT HOURS

NUMBER	MODULE TITLE
3.1	BACKING AND DOCKING
3.2	VEHICLE INSPECTIONS
3.3	VISUAL SEARCH*
3.4	VEHICLE COMMUNICATION*
3.5	SPEED MANAGEMENT*
3.6	SPACE MANAGEMENT*
3.7	HAZARD PERCEPTION*
3.8	TRANSMISSIONS*
3.9	EXTREME DRIVING CONDITIONS#
3.10	EMERGENCY MANEUVERS/SKID AVOIDANCE/CONTROL#
3.11	PASSIVE NON-SIGNALLED RAILROAD CROSSINGS#
3.12	NIGHT OPERATIONS#
3.13	COUPLING & UNCOUPLING

INSTRUCTIONAL EQUIPMENT

YEAR	MAKE/MODEL	TRANSMISSION TYPE
2016	VL – CNG POWERED VOLVO TRUCK	AUTO
2016	VL – CNG POWERED VOLVO TRUCK	AUTO
2005	28’ GREAT DANE SEMI-TRAILER	N/A
2006	28’ GREAT DANE SEMI-TRAILER	N/A
2015	FRIEHTLINER CASCADIA TRUCK	10-SPEED MANUAL





## CAMPUS STAFF AND FACULTY LISTINGS

### MANAGEMENT TEAM

**Pablo J. De Leon**

Chief Executive Officer / Chief Operating Officer

Email: [pdeleon@truckdriversed.com](mailto:pdeleon@truckdriversed.com)

**Caroline Taito**

School Director

Email: [ctaito@truckdriversed.com](mailto:ctaito@truckdriversed.com)

**Andrea Viera**

Chief Academic Officer

Email: [aviera@truckdriversed.com](mailto:aviera@truckdriversed.com)

### COMMERCIAL DRIVER LICENSE INSTRUCTORS

**Martha Torres**

Commercial Driver License – A  
Hazardous Materials, Tank, Double/Triple Trailers

**Estuardo Cobos**

Commercial Driver License – A  
Tank & Double/Triple Trailers

**Eric Torres**

Commercial Driver License – A  
Hazardous Materials, Tank, Double/Triple Trailers

**Esmeralda Rodriguez**

Commercial Driver License – A  
Tank & Double/Triple Trailers

**Cam Williams**

Commercial Driver License – A  
Hazardous Materials, Tank, Double/Triple Trailers

**Cristian Ibarra Escoto**

Commercial Driver License – A  
Hazardous Materials, Tank, Double/Triple Trailers

**Emily Ibarra**

Commercial Driver License – A  
Hazardous Materials, Tank, Double/Triple Trailers

