

2018 American Truck School, LLC Catalog

Effective January 2, 2018 through December 31, 2018

This catalog was developed for the period January 2, 2018 through December 31, 2018. All statements herein are announcements of present policies and practices. They are subject to change at any time without prior notice. Changes will be published as addendum to this catalog.

All information in this American Truck School, LLC catalog is current and correct and is so certified as true by Roger Smith, Owner.

Roger Smith, Owner



Roger Smith



Redding Campus Directions

8530 Commercial Way
Redding, CA 96002
Phone: 530-223-5693
Fax: 530-223-1086

Email: AmericanTruckSchools@yahoo.com
Web Page <http://AmericanTruckSchools.com>



TABLE OF CONTENTS

APPROVAL DISCLOSURE STATEMENT	2
Statement of Ownership	2
GENERAL INFORMATION	3
History	3
Mission Statement	3
Instructor Qualifications	3
Equipment	3
Course Information – Profession requirements	3
BI-Lingual Instruction	3
Facilities	4
ADMINISTRATIVE POLICIES	5
Admission Requirements	5
Admission Procedures	5
Four Week Course	6-7
Six Week Course	8-9
Eight Week Course	10-11
Twelve Week Course	12-13
Sixteen Week Course	14-15
ACADEMIC POLICIES	16
Absences	16
Tardiness Policy	16
Leave Of Absence Policy	16
Dress Code and Conduct	16
Substance Abuse, Probation & Dismissal	16
Grading	17
Certificate of Completion	17
Costs	18-20
TUITION POLICY	21
Tuition	21
Refund Provisions	21
Cancellation / Withdrawal	21
Notice of Student Rights/ Student Records/Grievance	22
Student Tuition Recovery Fund	23
STUDENT SERVICES	24
Housing	24
Transportation	24
Job Placement Assistance	24
Student Complaints	24
Sexual Harassment Policy	24
Accessibility to Handicapped	25
Transferring Between Programs	25
Transferability of Credits	25
EQUIPMENT – Trucks & Truck Rentals	26-27
REFRESHER COURSES	28-31

APPROVAL-DISCLOSURE STATEMENT

American Truck School, LLC is located at the following location:

Redding Campus
8530 Commercial Way
Redding, CA. 96002
Phone: (530) 223-5693
Fax: (530) 223-1086
(800)700-5693

Email: AmericanTruckSchools@yahoo.com

Web Page: <http://AmericanTruckSchools.com>

American Truck School's Tractor Trailer Operator course has been approved by the **Bureau for Private Postsecondary Education** according to California Education Code, American Truck School, LLC a privately held company, is approved to operate its Tractor Trailer Operator Programs by the **Bureau for Private Postsecondary Education [BPPE]**. The Bureau's approval means that the institution and its operation comply with the standards established under law for occupational instruction by private Post-Secondary educational institutions. Persons seeking any questions or problems should first contact the instructor in charge. Requests for further action may be made to the Campus Director of **American Truck School, LLC**. 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, PO Box 980818, West Sacramento, CA 95798-0818, Phone (916) 431-6959, Fax (916) 263-1897, www.BPPE.ca.gov OR Council on Occupational Education, 7840 Roswell Road, Suite 325, Atlanta, GA 30350, Phone: (800) 917-2081 Fax: (770) 396-3790, www.Council.org.**

California statute requires that a student who successfully completes a course of study should be awarded an appropriate diploma or certificate verifying the fact. Prospective enrollees are encouraged to visit the physical facilities of the school and discuss personal educational or occupational plans with the school personnel prior to enrolling or signing enrollment agreements.

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.

OWNERSHIP

American Truck School, LLC is locally owned and operated by Roger Smith. **American Truck School, LLC** is operated with pride and a stated mission to become the premier Truck Driver Training Institution in the state of California.

ASSOCIATIONS

American Truck School, LLC is a member of CTA - California Trucking Association.

American Truck School, LLC is a member of the National Welfare to Work Partnership.

GENERAL INFORMATION

HISTORY ♦ After many years of working in the trucking industry, **American Truck School, LLC** along with input from various trucking companies has developed what we believe to be the best combination of curriculum, facilities, and equipment in the northwest.

MISSION STATEMENT ♦ The objective of **American Truck School, LLC** is to prepare our students with the knowledge and skills necessary to pass the California Truck Driver License examination administered by the Department of Motor Vehicles. We are dedicated to providing quality training, followed by placement services designed to bring graduates and employers together resulting in jobs.

INSTRUCTOR QUALIFICATION ♦ **AMERICAN TRUCK SCHOOL, LLC** Instructors are required to have a minimum of two years over the road experience. Be able to obtain (with American Truck School, LLC assistance) a California State Certification for Truck Driver Instruction. Meet driving record standards set for students and instructors.

EQUIPMENT ♦ **American Truck School, LLC** will be using late model conventional tractors, and long trailers, to meet industry standards. **American Truck School, LLC** maintains each piece of equipment at the highest level.

COURSE INFORMATION ♦ Tractor Trailer Operator Program

American Truck School, LLC uses the latest training techniques in the industry. Students participate in a combination of training that involves; classroom training, small group participation sessions, and behind the wheel experience.

American Truck School, LLC offers on site skills training available during regular business hours. Daily sessions are eight (8) hours per day, five (5) days a week, unless other arrangements have been made with management. The hours of operation are from 7:30 a.m. to 4:15 p.m. with a ¾ hour set aside for a lunch break.

American Truck School, LLC has a ratio of student to instructors/tractors of three (3) to four (4) during the behind the wheel sessions. The ratio during the classroom and skills training sessions is six (6) to eight (8) students per instructor.

PROFESSION REQUIREMENTS ♦

1. Must hold current valid driver's license
2. Must pass DOT Physical
3. Must pass DOT drug screen
4. Must obtain Class A drivers permit
5. Provide school with copy of H6 MVR from DMV

BILINGUAL INSTRUCTION ♦ **American Truck School, LLC** does not offer instruction in English-a-second language at this time. No visa services are provided.

FACILITIES ♦ American Truck School, LLC operates one training facility.

American Truck School, LLC is located on 4 1/2 acres off interstate 5. Access is from the S. Bonnyview/Churn Creek Road exit leading to Commercial Way from Churn Creek Road. The campus is visible from Interstate 5 and is adjacent to a motel and there are several restaurants close by.

The facility consists of approximately 5000 sq. feet divided into; front offices, reception area, classroom, break-room, instructor's office, restroom, shop and maintenance area. There is an additional restroom next to the shop and maintenance area.

The Redding Campus provides a resource library complete with training manuals, comprehensive supply of training videos, industry periodicals, employment information, and up-to-date industry information. The resource area is located on the corner table in the classroom.

The classroom is approximately 360 sq. ft. and will accommodate up to twelve (12) students. The classroom will be available for students to use during school hours to complete individual training in areas in which a student may need additional assistance.

The facility provides for on-site skill practice enabling individual instruction. **American Truck School's** large campus offers many on-site advantages such as:

Covered Truck Bay for pre-trip training and practice
Skills practice area-approximately 110,000 sq. ft.

BANKRUPTCY ♦ American Truck School, LLC is a solvent company. It has never filed Chapter 7 nor does it have any preceding of reorganization under Chapter 11 of the United States Bankruptcy Code.

ADMINISTRATIVE POLICIES

ADMISSION REQUIREMENTS ♦ To be accepted for training as a truck driver, an applicant must:

- ♦ Obtain a Ten Year DMV printout
If the applicant has any DUI convictions or more than three moving violations, he/she must meet with the **American Truck School, LLC** director so that a determination, on an individual basis, can be made concerning the admittance into this training facility.
- ♦ Submit a ten-year verifiable work history
- ♦ Disclose any felony convictions
- ♦ Report any Worker's Compensation claims in the last three years, and any back or neck problems.
- ♦ Possess a California License, and a Class A Learner's permit, or an approved transfer of license application
- ♦ Be at least 18 (eighteen) years of age. Minimum age for interstate drivers is 21 (twenty-one).
- ♦ Pass a NIDA 5 (five) drug screen test. According to the U.S. Department of Transportation Regulation 382.103, 382.103 student drivers are required to test even though they may not yet possess a CDL.
- ♦ Have a High School Diploma/GED or pass an Admissions Ability To Benefit Test
- ♦ Pass DOT Physical.

❖ **NO PERSONS SHALL BE DENIED ADMISSION ON THE BASIS OF RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN.**

The **American Truck School, LLC** Director must give final approval before an applicant is accepted as a student. **American Truck School, LLC reserves the right to accept, or reject, any applicant.**

ADMISSION PROCEDURE ♦ Students interested in entering training with **American Truck School, LLC** should apply for admission for acceptance to begin enrollment and ensure a start date. After completing the enrollment paper work and meeting the Admission Requirements, the application will be reviewed and the student will be notified, in a timely manner, of the decision. All decisions concerning admission are confidential. Students wishing to transfer from a shorter program to a longer program or a longer program to a shorter program can do so with the approval of the Campus Manager. This institution has not nor will enter into an articulation or transfer agreement with any other college or university. There are no transferable credits earned by completing this course nor are any credits acceptable towards education time when entering this course.

**160 HOUR TRAINING SCHEDULE
TRACTOR TRAILER OPERATOR PROGRAM**

◆ CURRICULUM HOURS ◆

American Truck School, LLC training curriculum hours include:

Classroom: 30 Hours

- Orientation
- D.O.T. Rules & Regulations
- Log Book Hours of Service
- Air Brakes
- CDL Written Tests

Vehicle Inspections: 22 Hours

- Walk Around Inspection
- In-Cab Inspection
- Brake Adjustment

Drive Test Breakdown: 82 Hours

- Shifting
- Lane Position
- Turns
- Railroad Crossings
- Speed Management
- Hazard Perception
- Braking Techniques

Skills Test Breakdown: 22 Hours

- Straight Line Backing
- Alley Dock
- Parallel Parking
- Measured Stop

Hooking and Sliding: 4 Hours

- Truck Trailer Hook-up
- Fifth-Wheel Slider
- Trailer Tandem Slider

TOTAL PROGRAM HOURS 160.0

American Truck School, LLC ♦ 2018 CLASS SCHEDULE
160 Hour Training Course

<u>Start Date</u>	<u>Graduation</u>	<u>Start Date</u>	<u>Graduation</u>
01/01/2018	01/26/2018	07/09/2018	08/03/2018
01/08/2018	02/02/2018	07/16/2018	08/10/2018
01/15/2018	02/09/2018	07/23/2018	08/17/2018
01/22/2018	02/16/2018	07/30/2018	08/24/2018
01/29/2018	02/23/2018	08/06/2018	08/31/2018
02/05/2018	03/02/2018	08/13/2018	09/07/2018
02/12/2018	03/09/2018	08/20/2018	09/14/2018
02/19/2018	03/16/2018	08/27/2018	09/21/2018
02/26/2018	03/23/2018	09/03/2018	09/28/2018
03/05/2018	03/30/2018	09/10/2018	10/05/2018
03/12/2018	04/06/2018	09/17/2018	10/12/2018
03/19/2018	04/13/2018	09/24/2018	10/19/2018
03/26/2018	04/20/2018	10/01/2018	10/26/2018
04/02/2018	04/27/2018	10/08/2018	11/02/2018
04/09/2018	05/04/2018	10/15/2018	11/09/2018
04/16/2018	05/11/2018	10/22/2018	11/16/2018
04/23/2018	05/18/2018	10/29/2018	11/23/2018
04/30/2018	05/25/2018	11/05/2018	11/30/2018
05/07/2018	06/01/2018	11/12/2018	12/07/2018
05/14/2018	06/08/2018	11/19/2018	12/14/2018
05/21/2018	06/15/2018	11/26/2018	12/21/2018
05/28/2018	06/22/2018	12/03/2018	12/28/2018
06/04/2018	06/29/2018	12/10/2018	01/04/2019
06/11/2018	07/06/2018	12/17/2018	01/11/2019
06/18/2018	07/13/2018	12/24/2018	01/18/2019
06/25/2018	07/20/2018	12/31/2018	01/25/2019
07/02/2018	07/27/2018		

HOLIDAY CLOSURE SCHEDULE

American Truck School, LLC observes the following holidays:

Memorial Day	Thanksgiving Day
Labor Day	New Year's Day
Christmas Day	

240 HOUR TRAINING SCHEDULE TRACTOR TRAILER OPERATOR PROGRAM

◆ CURRICULUM HOURS ◆

American Truck School, LLC training curriculum hours include:

Classroom: 30 Hours

- Orientation
- D.O.T. Rules & Regulations
- Log Book Hours of Service
- Air Brakes
- CDL Written Tests

Vehicle Inspections: 21 Hours

- Walk Around Inspection
- In-Cab Inspection
- Brake Adjustment

Drive Test Breakdown: 135 Hours

- Shifting
- Lane Position
- Turns
- Railroad Crossings
- Speed Management
- Hazard Perception
- Braking Techniques

Skills Test Breakdown: 40 Hours

- Straight Line Backing
- Alley Dock
- Parallel Parking
- Measured Stop

Hooking and Sliding: 14 Hours

- Truck Trailer Hook-up
- Fifth-Wheel Slider
- Trailer Tandem Slider

TOTAL PROGRAM HOURS 240.0

American Truck School, LLC ♦ 2018 CLASS SCHEDULE
240 Hour Training Course

<u>Start Date</u>	<u>Graduation</u>	<u>Start Date</u>	<u>Graduation</u>
01/01/2018	02/09/2018	07/09/2018	08/17/2018
01/08/2018	02/16/2018	07/16/2018	08/24/2018
01/15/2018	02/23/2018	07/23/2018	08/31/2018
01/22/2018	03/02/2018	07/30/2018	09/07/2018
01/29/2018	03/09/2018	08/06/2018	09/14/2018
02/05/2018	03/16/2018	08/13/2018	09/21/2018
02/12/2018	03/23/2018	08/20/2018	09/28/2018
02/19/2018	03/30/2018	08/27/2018	10/05/2018
02/26/2018	04/06/2018	09/03/2018	10/12/2018
03/05/2018	04/13/2018	09/10/2018	10/19/2018
03/12/2018	04/20/2018	09/17/2018	10/26/2018
03/19/2018	04/27/2018	09/24/2018	11/02/2018
03/26/2018	05/04/2018	10/01/2018	11/09/2018
04/02/2018	05/11/2018	10/08/2018	11/16/2018
04/09/2018	05/18/2018	10/15/2018	11/23/2018
04/16/2018	05/25/2018	10/22/2018	11/30/2018
04/23/2018	06/01/2018	10/29/2018	12/07/2018
04/30/2018	06/08/2018	11/05/2018	12/14/2018
05/07/2018	06/15/2018	11/12/2018	12/21/2018
05/14/2018	06/22/2018	11/19/2018	12/28/2018
05/21/2018	06/29/2018	11/26/2018	01/04/2019
05/28/2018	07/06/2018	12/03/2018	01/11/2019
06/04/2018	07/13/2018	12/10/2018	01/18/2019
06/11/2018	07/20/2018	12/17/2018	01/25/2019
06/18/2018	07/27/2018	12/24/2018	02/01/2019
06/25/2018	08/03/2018	12/31/2018	02/08/2019
07/02/2018	08/10/2018		

HOLIDAY CLOSURE SCHEDULE

American Truck School, LLC observes the following holidays:

Memorial Day
 Labor Day

Christmas Day
 New Year's Day

Thanksgiving Day

**320 HOUR TRAINING SCHEDULE
TRACTOR TRAILER OPERATOR PROGRAM**

•CURRICULUM HOURS•

American Truck School, LLC training curriculum hours include:

Classroom: 60 Hours

- Orientation
- D.O.T. Rules & Regulations
- Log Book Hours of Service
- Air Brakes
- CDL Written Tests

Vehicle Inspections: 44 Hours

- Walk Around Inspection
- In-Cab Inspection
- Brake Adjustment

Drive Test Breakdown: 164 Hours

- Shifting
- Lane Position
- Turns
- Railroad Crossings
- Speed Management
- Hazard Perception
- Braking Techniques

Skills Test Breakdown: 44 Hours

- Straight Line Backing
- Alley Dock
- Parallel Parking
- Measured Stop

Hooking and Sliding: 8 Hours

- Truck Trailer Hook-up
- Fifth-Wheel Slider
- Trailer Tandem Slider

TOTAL PROGRAM HOURS 320.0

American Truck School, LLC ♦ 2018 CLASS SCHEDULE
320 Hour Training Course

<u>Start Date</u>	<u>Graduation</u>	<u>Start Date</u>	<u>Graduation</u>
01/01/2018	01/26/2018	07/03/2017	08/25/2017
01/08/2018	02/02/2018	07/09/2018	08/03/2018
01/15/2018	02/09/2018	07/16/2018	08/10/2018
01/22/2018	02/16/2018	07/23/2018	08/17/2018
01/29/2018	02/23/2018	07/30/2018	08/24/2018
02/05/2018	03/02/2018	08/06/2018	08/31/2018
02/12/2018	03/09/2018	08/13/2018	09/07/2018
02/19/2018	03/16/2018	08/20/2018	09/14/2018
02/26/2018	03/23/2018	08/27/2018	09/21/2018
03/05/2018	03/30/2018	09/03/2018	09/28/2018
03/12/2018	04/06/2018	09/10/2018	10/05/2018
03/19/2018	04/13/2018	09/17/2018	10/12/2018
03/26/2018	04/20/2018	09/24/2018	10/19/2018
04/02/2018	04/27/2018	10/01/2018	10/26/2018
04/09/2018	05/04/2018	10/08/2018	11/02/2018
04/16/2018	05/11/2018	10/15/2018	11/09/2018
04/23/2018	05/18/2018	10/22/2018	11/16/2018
04/30/2018	05/25/2018	10/29/2018	11/23/2018
05/07/2018	06/01/2018	11/05/2018	11/30/2018
05/14/2018	06/08/2018	11/12/2018	12/07/2018
05/21/2018	06/15/2018	11/19/2018	12/14/2018
05/28/2018	06/22/2018	11/26/2018	12/21/2018
06/04/2018	06/29/2018	12/03/2018	12/28/2018
06/11/2018	07/06/2018	12/10/2018	01/04/2019
06/18/2018	07/13/2018	12/17/2018	01/11/2019
06/25/2018	07/20/2018	12/24/2018	01/18/2019
07/02/2018	07/27/2018	12/31/2018	01/25/2019

HOLIDAY CLOSURE SCHEDULE

American Truck School, LLC observes the following holidays:

- | | |
|------------------|----------------|
| Memorial Day | Christmas Day |
| Labor Day | New Year's Day |
| Thanksgiving Day | |

400 HOUR TRAINING SCHEDULE
TRACTOR TRAILER OPERATOR PROGRAM
(Oil, Gas, Construction / Heavy Equipment Training)
•CURRICULUM HOURS •

American Truck School, LLC training curriculum hours include:

Classroom: 80 Hours

- Orientation
- D.O.T. Rules & Regulations
- Log Book Hours of Service
- Air Brakes
- CDL Written Tests
- Intro to Oil & Gas (P.E.C./Petroleum Education Council Training)
- Pumps
- Hazmat
- Crane
- Safety (C.P.R./First Aide)

Vehicle Inspections: 44 Hours

- Walk Around Inspection
- In-Cab Inspection
- Brake Adjustment

Drive Test Breakdown: 205 Hours

- Shifting
- Lane Position
- Turns
- Railroad Crossings
- Speed Management
- Hazard Perception
- Braking Techniques
- Boom Truck (Crane)
- Tank Vehicle Operations (Vacuum Truck Operation)

Trailers/General Skills: 71 Hours

- Straight Line Backing
- Alley Dock
- Parallel Parking
- Measured Stop
- Truck Trailer Hook-up
- Fifth-Wheel Slider
- Trailer Tandem Slider
- Pumps
- Forklifts

TOTAL PROGRAM HOURS 400.0

American Truck School, LLC ♦ 2018 CLASS SCHEDULE

400 Hour Training Course

<u>Start Date</u>	<u>Graduation</u>	<u>Start Date</u>	<u>Graduation</u>
01/01/2018	01/26/2018	07/03/2017	08/25/2017
01/08/2018	02/02/2018	07/09/2018	08/03/2018
01/15/2018	02/09/2018	07/16/2018	08/10/2018
01/22/2018	02/16/2018	07/23/2018	08/17/2018
01/29/2018	02/23/2018	07/30/2018	08/24/2018
02/05/2018	03/02/2018	08/06/2018	08/31/2018
02/12/2018	03/09/2018	08/13/2018	09/07/2018
02/19/2018	03/16/2018	08/20/2018	09/14/2018
02/26/2018	03/23/2018	08/27/2018	09/21/2018
03/05/2018	03/30/2018	09/03/2018	09/28/2018
03/12/2018	04/06/2018	09/10/2018	10/05/2018
03/19/2018	04/13/2018	09/17/2018	10/12/2018
03/26/2018	04/20/2018	09/24/2018	10/19/2018
04/02/2018	04/27/2018	10/01/2018	10/26/2018
04/09/2018	05/04/2018	10/08/2018	11/02/2018
04/16/2018	05/11/2018	10/15/2018	11/09/2018
04/23/2018	05/18/2018	10/22/2018	11/16/2018
04/30/2018	05/25/2018	10/29/2018	11/23/2018
05/07/2018	06/01/2018	11/05/2018	11/30/2018
05/14/2018	06/08/2018	11/12/2018	12/07/2018
05/21/2018	06/15/2018	11/19/2018	12/14/2018
05/28/2018	06/22/2018	11/26/2018	12/21/2018
06/04/2018	06/29/2018	12/03/2018	12/28/2018
06/11/2018	07/06/2018	12/10/2018	01/04/2019
06/18/2018	07/13/2018	12/17/2018	01/11/2019
06/25/2018	07/20/2018	12/24/2018	01/18/2019
07/02/2018	07/27/2018	12/31/2018	01/25/2019

HOLIDAY CLOSURE SCHEDULE

American Truck School, LLC observes the following holidays:

Memorial Day	Christmas Day
Labor Day	New Year's Day
Thanksgiving Day	

600 HOUR TRAINING SCHEDULE
TRACTOR TRAILER OPERATOR PROGRAM
(Oil, Gas, Construction / Heavy Equipment Training)
•CURRICULUM HOURS •

American Truck School, LLC training curriculum hours include:

Classroom: 120 Hours

- Orientation
- D.O.T. Rules & Regulations
- Log Book Hours of Service
- Air Brakes
- CDL Written Tests
- Intro to Oil & Gas (P.E.C/Petroleum Education Council Training)
- Pumps
- Hazmat
- Crane
- Safety (C.P.R. /First Aide)

Vehicle Inspections: 58 Hours

- Walk Around Inspection
- In-Cab Inspection
- Brake Adjustment
- Safety

Drive Test Breakdown: 300 Hours

- Shifting
- Lane Position
- Turns
- Railroad Crossings
- Speed Management
- Hazard Perception
- Braking Techniques
- Boom Truck (Crane)
- Tank Vehicle Operations (Vacuum Trucks)

Skills Test Breakdown: 122 Hours

- Straight Line Backing
- Alley Dock
- Parallel Parking
- Measured Stop
- Truck Trailer Hook-up
- Fifth-Wheel Slider
- Trailer Tandem Slider
- Pumps
- Forklifts

TOTAL PROGRAM HOURS 600.0

American Truck School, LLC ♦ 2018 CLASS SCHEDULE

600 Hour-Week Course

<u>Start Date</u>	<u>Graduation</u>	<u>Start Date</u>	<u>Graduation</u>
01/01/2018	01/26/2018	07/03/2017	08/25/2017
01/08/2018	02/02/2018	07/09/2018	08/03/2018
01/15/2018	02/09/2018	07/16/2018	08/10/2018
01/22/2018	02/16/2018	07/23/2018	08/17/2018
01/29/2018	02/23/2018	07/30/2018	08/24/2018
02/05/2018	03/02/2018	08/06/2018	08/31/2018
02/12/2018	03/09/2018	08/13/2018	09/07/2018
02/19/2018	03/16/2018	08/20/2018	09/14/2018
02/26/2018	03/23/2018	08/27/2018	09/21/2018
03/05/2018	03/30/2018	09/03/2018	09/28/2018
03/12/2018	04/06/2018	09/10/2018	10/05/2018
03/19/2018	04/13/2018	09/17/2018	10/12/2018
03/26/2018	04/20/2018	09/24/2018	10/19/2018
04/02/2018	04/27/2018	10/01/2018	10/26/2018
04/09/2018	05/04/2018	10/08/2018	11/02/2018
04/16/2018	05/11/2018	10/15/2018	11/09/2018
04/23/2018	05/18/2018	10/22/2018	11/16/2018
04/30/2018	05/25/2018	10/29/2018	11/23/2018
05/07/2018	06/01/2018	11/05/2018	11/30/2018
05/14/2018	06/08/2018	11/12/2018	12/07/2018
05/21/2018	06/15/2018	11/19/2018	12/14/2018
05/28/2018	06/22/2018	11/26/2018	12/21/2018
06/04/2018	06/29/2018	12/03/2018	12/28/2018
06/11/2018	07/06/2018	12/10/2018	01/04/2019
06/18/2018	07/13/2018	12/17/2018	01/11/2019
06/25/2018	07/20/2018	12/24/2018	01/18/2019
07/02/2018	07/27/2018	12/31/2018	01/25/2019

Graduation dates are approximate after clock hours completed

HOLIDAY CLOSURE SCHEDULE

American Truck School, LLC observes the following holidays:

Memorial Day
Labor Day
Thanksgiving Day

Christmas Day
New Year's Day

ACADEMIC POLICIES

ABSENCES ♦ Absences are a disruption of a good learning environment and are discouraged. **American Truck School, LLC** operates on a weekly schedule and each day is scheduled to provide the optimum training opportunity. Daily attendance not only ensures quality training but also assists in providing potential employers with a record of our students' dedication to the training.

Students are required to call the school if they are going to be absent. Attendance is required and students are expected to attend all scheduled class times due to the limited time.

Students must arrange with the instructor for makeup work and time for classes missed. However, absences will remain on the student record.

TARDINESS POLICY ♦ Students are expected to attend all scheduled classes at the scheduled starting time and to continue as scheduled throughout the day. Students are required to call if they expect to miss the starting time for the scheduled classes, as it would be necessary to inform an employer.

LEAVE OF ABSENCE POLICY ♦ There might be, due to physical or personal problems, a need to interrupt a student's training program. This is allowed with authorization from the student's vocational rehabilitation counselor and the **American Truck School, LLC** Campus Director. The student must reschedule his/her return, in writing, to insure the availability of space and equipment. The **American Truck School, LLC** Campus Director has the final decision on the rescheduling of training.

DRESS CODE AND CONDUCT ♦ Casual dress is acceptable. Students are expected to dress appropriately for the trade and meet industry (employer) standards for grooming.

American Truck School, LLC students are expected to have regular attendance, be punctual, to complete assignments, participate in the classroom, and be respectful of fellow students completing skills exercises or over the road driving.

Students are expected to conduct themselves in a professional manner as will be required when they are employed. A student may be dismissed from school for disrespectful behavior, or for creating a safety hazard to other students, administrators or staff.

SUBSTANCE ABUSE ♦ **American Truck School, LLC** will not tolerate the use of alcohol or drugs on the premises. If an employee is under the influence of either substance while on the school premises, he/she is subject to immediate dismissal. If a student comes to school under the influence of either substance, he/she will be asked to leave. If another agency is involved, that agency will be notified. Substance abuse among students will be dealt with in a proper and legal manner.

PROBATION & DISMISSAL ♦ A student will be placed on probation for any of the following:

- ♦ Poor grades, lack of attendance or bad attitude.
- ♦ Discrimination or abuse against a fellow student or instructor.
- ♦ Lack of personal hygiene.

First offence is a warning, second offence will be referred to Campus Director, third offence will result in dismissal.

GRADING ♦ Evaluation for a letter grade will be made through the **American Truck School, LLC** students' achievement in relation to the obtainment of specific objectives of the training course. The student grades are recorded in a permanent file with copies provided to agencies as agreed with a 'consent to share' release on file.

LETTER GRADE	PERCENTAGE %	
A	100 – 90	Excellent
B	89 – 80	Highly Satisfactory
C	79 - 70	Satisfactory
D	69 - 60	Minimal Achievement
F	59 - 0	Below Standard
I	Incomplete	Only granted after consultation with Campus Director

Academic and skills development is graded daily and a letter grade from 'A' to 'D' is assigned to each student's performance. This determination is a combination of industry standards and comparative student performance. All students receiving any score below passing (59%) in any area will be scheduled for tutoring until a passing grade has been achieved.

Student transcripts are electronically filed and maintained on a permanent basis.

American Truck School, LLC requires students to maintain satisfactory progress to continue as a student in good standing. All assignments such as; pre-trip worksheets, daily logs, and driving skills will be assessed daily. Any students not achieving a satisfactory level will be scheduled for individual tutoring.

CERTIFICATE OF COMPLETION ♦ A "Certification of Completion" will be awarded each student upon the satisfactory completion of the program requirements and the recommendations of the faculty that the student is sufficiently knowledgeable for entry-level employment.

The student will obtain a CDL license upon successful completion of the DMV license exam at the completion of training.

COSTS – 160 Hour Training Course

Course costs:

Tuition:	\$ 4,210.00
Registration:	\$ 10.00
Equipment Fees:	\$ 75.00
Total:	<u>\$ 4,295.00</u>

This includes:

- A. 160 hours of training
 - 1. 40 hours of behind the wheel training.
 - 2. 90 hours of observation and video instruction.
 - 3. 30 hours of classroom instruction.
- B. Assistance in gathering employment history information.
- C. Opportunities to meet with major trucking company recruiters.
- D. Individual tutoring if necessary.

Additional Costs:

DOT Physical:	\$60.00
NIDA Drug Screen:	\$60.00
DMV Printout	\$ 5.00
Class A Permit	\$76.00
Hazmat Endorsement	\$86.50
STRF Fee	\$0.00

COSTS – 240 Hour Training Course

Course costs:

Tuition:	\$ 6,210.00
Registration:	\$ 10.00
Equipment Fees:	\$ 75.00
Total:	<u>\$ 6,295.00</u>

This includes:

- A. 240 hours of training
 - 1. 60 hours of behind the wheel training.
 - 2. 135 hours of observation and video instruction.
 - 3. 45 hours of classroom instruction.
- B. Assistance in gathering employment history information.
- C. Opportunities to meet with major trucking company recruiters.
- D. Individual tutoring if necessary.

Additional Costs:

DOT Physical:	\$60.00
NIDA Drug Screen:	\$60.00
DMV Printout	\$ 5.00
Class A Permit	\$76.00
Hazmat Endorsement	\$86.50
STRF Fee	\$0.00

COSTS - 320 Hour Training Course:

Course Cost:

Tuition:	\$ 7,910.00
Registration:	10.00
Equipment Fees:	<u>75.00</u>
Total:	\$ 7,995.00

This includes:

- A. 320 hours of training.
 - 1. 80 hours of behind the wheel training.
 - 2. 180 hours of observation and video instruction
 - 3. 60 hours of classroom instruction.
- B. Assistance in gathering employment history information.
- C. Opportunities to meet with major trucking company recruiters.
- D. Individual tutoring if necessary.

Additional Costs:

DOT Physical:	\$60.00
NIDA Drug Screen:	\$60.00
DMV Printout:	\$ 5.00
Class A Permit:	\$76.00
Hazmat Endorsement:	\$86.50
STRF Fee	\$0.00

COSTS - 400 Hour Training Course:

Course Cost:

Tuition:	\$ 11,910.00
Registration:	10.00
Equipment Fees:	<u>75.00</u>
Total:	\$ 11,995.00

This includes:

- A. 400 hours of training.
- B. Assistance in gathering employment history information.
- C. Opportunities to meet with major trucking company recruiters.
- D. Individual tutoring if necessary.

Additional Costs:

DOT Physical:	\$60.00
NIDA Drug Screen:	\$60.00
DMV Printout:	\$ 5.00
Class A Permit:	\$76.00
Hazmat Endorsement:	\$86.50
STRF Fee	\$0.00

COSTS - 600 Hour Training Course:

Course Cost:

Tuition:	\$ 15,910.00
Registration:	10.00
Equipment Fees:	<u>75.00</u>
Total:	\$ 15,995.00

This includes:

- A. 600 hours of training.
- B. Assistance in gathering employment history information.
- C. Opportunities to meet with major trucking company recruiters.
- D. Individual tutoring if necessary.

Additional Costs:

DOT Physical:	\$60.00
NIDA Drug Screen:	\$60.00
DMV Printout:	\$ 5.00
Class A Permit:	\$76.00
Hazmat Endorsement:	\$86.50
STRF Fee	\$0.00

TUITION ♦ Private Pay students will arrange at the time of enrollment. Students referred by Vocational Counselors do not have to prepay. Major credit cards will be considered for student tuition payments if alternate programs are not available. If a student obtains a loan to pay for tuition, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. American Truck School does not currently participate in any federal or state financial aid programs.

REFUND PROVISIONS ♦ The student has the right to cancel the agreement for a course and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Any required books, material and registration will be billed at the contracted rate.

Cancellation shall only occur when you give written notice of cancellation at the address of the school. This can be done by mail, hand delivery, telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this agreement. The student will be given a cancellation notice form to use on the first day of class, but any written notice can be used.

If the school gives the student any equipment, including book or other materials, they can be returned at no cost, on the fifth day providing the books and materials have not been used or written on and are in good condition. Once the materials and/or books have been paid for, they belong to the student without further obligation.

If this agreement is canceled within five (5) days, the school will refund any money that has been paid, less any deduction for equipment not timely returned in good condition, within thirty (30) days after the notice of cancellation is received.

Refund example ♦ The course is 160 hours and cost is \$4,210.00 tuition, \$10.00 registration fee and \$75.00 for equipment and you withdraw after completing 80 hours (50% of course). The Pro-rated refund would be \$2,142.40 based on the cancellation as shown:

$$\begin{aligned} & \$4,295.00 \text{ (amount paid for instruction) - } \$10.00 \text{ registration fee} \\ & \times 80 \text{ clock hours (50\% of course) of instruction} = \$2,142.40 \end{aligned}$$

Withdrawal from Course ♦ you have the right to withdraw from a course of instruction any time during the program. If you withdraw from a course of instruction after the period allowed for the cancellation of the agreement, which is until the close of the fifth day of school after you first began instruction, the school will remit a refund less registration fees of \$10.00, cost for books and materials and any other instruction received up to the date of withdrawal.

NOTICE OF STUDENT'S RIGHTS

1. You may cancel your contract for school, without any penalty or obligation on the fifth business day following your first class session as described in the Notice of Cancellation form that will be given to you at the first class you attend. Read the Notice of Cancellation form; ask the school for a sample copy.
2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund through the Student Tuition Recovery Fund from the Bureau for Private Postsecondary Education.

The Bureau for Private Postsecondary Education
PO Box 980818, W. Sacramento, CA 95798-0818
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
(888-370-7589) F(916)263-1897 www.bppe.ca.gov
4. **REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS**
For information or resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at 1-800-827-1000.
5. Students may post any grievance by submitting their complaint in writing to the Campus Director. Each complaint shall be reviewed and evaluated on an individual basis. "A student or any member of the public may file a complaint about this institution with the **Bureau for Private Postsecondary Education** by calling [888] 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's web site www.bppe.ca.gov."
6. 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 at www.bppe.ca.gov. OR Council on Occupational Education, 7840 Roswell Road, Suite 325, Atlanta, GA 30350, Phone: (800) 917-2081 Fax: (770) 396-3790, www.Council.org.
7. American Truck School, LLC shall maintain student records for each student, whether or not the student completes the education service, for a period ending five years after the date of the student's graduation, withdrawal or termination

STUDENT TUITION RECOVERY FUND (STRF) ♦

California law requires that upon enrollment a fee be assessed relative to the cost of tuition. These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of the untimely closure of **American Truck School, LLC**.

Students must pay the state-imposed fee for STRF if the following apply:

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

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

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

It is important that you, as a student, keep a copy of any enrollment agreement, contract, or application to document enrollment, tuition receipts, or canceled checks. You are encouraged to document the total amount of tuition paid and records that will show the percentage of the course which has been completed. Such records would substantiate a claim for reimbursement from the STRF, which, to be considered, must be filed within sixty (60) days following the school closure.

STRF fees are \$0.00 until further notice.

STUDENT SERVICES

HOUSING ♦ Housing assistance is available for **American Truck School, LLC** students that live beyond a reasonable driving distance. **American Truck School, LLC** staff will assist students with housing arrangements during the application process. Housing costs are in addition to any tuition and enrollment expenses and are the responsibility of the applicant.

TRANSPORTATION ♦ Public transportation is available with stops located close to the Redding campus.

JOB PLACEMENT ASSISTANCE SERVICE ♦ **American Truck School, LLC** provides placement assistance to all students who have successfully completed the course. **American Truck School, LLC** offers placement assistance to each student by providing:

- a. Assistance in completing all pre-employment paperwork
- b. Direct communications with major company recruiters.
- c. FAX services for easy placement.

Placement information will be placed on file and the student will be tracked for six months to assist in building statistics for the future. **American Truck School, LLC** strives to attain the highest placement rate possible for our drivers. Students completing this training are typically entering employment at the rate of \$13.50 per hour.

STUDENT COMPLAINTS ♦ Students having a complaint against **American Truck School, LLC**, its administration or staff, may issue that complaint either in writing or by personal contact with the manager or owner. Management will investigate the complaint; discuss it with the student and/or with the students' counselor or both. If it is within the abilities of the school to correct a warranted complaint, such complaint will be corrected.

SEXUAL HARASSMENT POLICY ♦ **American Truck School, LLC** must provide a workplace and school that is free of harassment, whether it is intentional or unintentional. Employees and students will be free of harassment on the basis of race, color, religious affiliation, national origin, ancestry, physical handicap, medical condition, marital status, sex or age.

Harassment on the campus is illegal no matter what its form. Innocently intended remarks or uninvited touching can be seen as harassment. If this institution knows of conduct to be harassment, we will take immediate and appropriate corrective action.

Harassment includes, among other things, verbal, physical, sexual, or visual harassment. Sexual harassment includes conditioning, a promotion or benefits from sexual favors.

Students and staff members are required to report to management any pertinent information in regard to possible harassment.

Dismissal of both student and staff can result if allegations of harassment are proven to be true.

ACCESSIBILITY TO HANDICAPPED INDIVIDUALS ♦ American Truck School, LLC encourages all individuals to visit the school to determine if the facilities are adequate for their needs and/or if the training offered would be beneficial for them. All prospective students must be able to meet the medical and/or physical requirements of the Department of Transportation for Class A driver.

FINANCIAL AID ♦ American Truck School, LLC does not offer Federal financial aid at this time.

TRANSFERRING BETWEEN PROGRAMS POLICY

It is our policy if any student cannot complete the program within the program time they signed up for (i.e 160) and need further training they are transferred to a longer program (i.e 240 or 320) and are trained until they have the skills necessary to become an entry level driver. On occasion a student enrolled in a longer course has the ability to complete the shorter course and desires to transfer down. We allow this to occur with counseling of the student by our Campus Manager and in agreement with the Lead Instructor.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at American Truck School, LLC is at the discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Tractor- Trailer Operator Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 American Truck School, LLC to determine if your certificate will transfer.

AMERICAN TRUCK SCHOOL, LLC TRUCKS:

SCHOOLING: 9 & 10-Speed Tractors with 45 ft. & 48 ft. Trailers



TRUCK RENTALS: International 6-Speed with a 22 ft. Flatbed Trailer



***40 HOUR REFRESHER TRAINING SCHEDULE
TRACTOR TRAILER OPERATOR PROGRAM**

◆ CURRICULUM HOURS ◆

American Truck School, LLC training curriculum hours include:

Vehicle Inspections: 5.5 Hours

- Walk Around Inspection
- In-Cab Inspection
- Brake Adjustment

Drive Test Breakdown: 28 Hours

- Shifting
- Lane Position
- Turns
- Railroad Crossings
- Speed Management
- Hazard Perception
- Braking Techniques

Skills Test Breakdown: 5.5 Hours

- Straight Line Backing
- Alley Dock
- Parallel Parking
- Measured Stop

Hooking and Sliding: 1 Hour

- Truck Trailer Hook-up
- Fifth-Wheel Slider
- Trailer Tandem Slider

TOTAL PROGRAM HOURS 40.0

*** THESE HOURS ARE APPROXIMATE AND MAY BE ADJUSTED ACCORDING TO THE STUDENTS' NEEDS.**

***80 HOUR REFRESHER TRAINING SCHEDULE
TRACTOR TRAILER OPERATOR PROGRAM**

◆ CURRICULUM HOURS ◆

American Truck School, LLC training curriculum hours include:

Vehicle Inspections: 11 Hours

- Walk Around Inspection
- In-Cab Inspection
- Brake Adjustment

Drive Test Breakdown: 56 Hours

- Shifting
- Lane Position
- Turns
- Railroad Crossings
- Speed Management
- Hazard Perception
- Braking Techniques

Skills Test Breakdown: 11 Hours

- Straight Line Backing
- Alley Dock
- Parallel Parking
- Measured Stop

Hooking and Sliding: 2 Hours

- Truck Trailer Hook-up
- Fifth-Wheel Slider
- Trailer Tandem Slider

TOTAL PROGRAM HOURS 80.0

*** THESE HOURS ARE APPROXIMATE AND MAY BE ADJUSTED ACCORDING TO THE STUDENTS' NEEDS.**

***120 HOUR REFRESHER TRAINING SCHEDULE
TRACTOR TRAILER OPERATOR PROGRAM**

◆ CURRICULUM HOURS ◆

American Truck School, LLC training curriculum hours include:

Classroom: 15 Hours

- Orientation
- D.O.T. Rules & Regulations
- Log Book Hours of Service
- Air Brakes
- CDL Written Tests

Vehicle Inspections: 16.5 Hours

- Walk Around Inspection
- In-Cab Inspection
- Brake Adjustment

Drive Test Breakdown: 69.0 Hours

- Shifting
- Lane Position
- Turns
- Railroad Crossings
- Speed Management
- Hazard Perception
- Braking Techniques

Skills Test Breakdown: 16.5 Hours

- Straight Line Backing
- Alley Dock
- Parallel Parking
- Measured Stop

Hooking and Sliding: 3 Hours

- Truck Trailer Hook-up
- Fifth-Wheel Slider
- Trailer Tandem Slider

TOTAL PROGRAM HOURS 120.0

*** THESE HOURS ARE APPROXIMATE AND MAY BE ADJUSTED ACCORDING TO THE STUDENTS' NEEDS.**

***160 HOUR REFRESHER TRAINING SCHEDULE
TRACTOR TRAILER OPERATOR PROGRAM**

◆ CURRICULUM HOURS ◆

American Truck School, LLC training curriculum hours include:

Classroom: 30 Hours

- Orientation
- D.O.T. Rules & Regulations
- Log Book Hours of Service
- Air Brakes
- CDL Written Tests

Vehicle Inspections: 22 Hours

- Walk Around Inspection
- In-Cab Inspection
- Brake Adjustment

Drive Test Breakdown: 82 Hours

- Shifting
- Lane Position
- Turns
- Railroad Crossings
- Speed Management
- Hazard Perception
- Braking Techniques

Skills Test Breakdown: 22 Hours

- Straight Line Backing
- Alley Dock
- Parallel Parking
- Measured Stop

Hooking and Sliding: 4 Hours

- Truck Trailer Hook-up
- Fifth-Wheel Slider
- Trailer Tandem Slider

TOTAL PROGRAM HOURS 160.0

*** THESE HOURS ARE APPROXIMATE AND MAY BE ADJUSTED ACCORDING TO THE STUDENTS' NEEDS.**