



A Division of California Truck School, Inc.

STUDENT CATALOG

All Campuses

Effective Dates: January 1, 2016 through December 31, 2016

www.westerntruckschool.com

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Commercial Vehicles Training Association

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ABOUT WESTERN TRUCK SCHOOL

Western Truck School History

In 1976, Everett G. Nord opened the first of what was to become one of the many branches of Western Truck School (WTS) throughout California in the subsequent years. Western Truck School was started with one truck and one instructor in a small rented office space in West Sacramento, California. The goal was to establish a school that would offer a comprehensive program to its students that was developed to train quality entry-level truck drivers, and the intervening years have demonstrated the success of that goal. As Western Truck School's reputation for quality driver training grew, so too did the number and size of Western Truck School resources and student enrollments. Today, the School operates a main campus in West Sacramento, CA, and branch campuses in Bakersfield and in Spring Valley, CA (San Diego area).

Purpose/Philosophy/Educational Objectives (Revised 8/2016)

The purpose of Western Truck School is to prepare students with the necessary knowledge and skills that will enable them to qualify for entry-level jobs in the trucking industry. Accordingly, the curriculum design of the School's programs are based upon the California Commercial Driver Handbook, 2015, as a conceptual framework for all programs in that the Handbook incorporates California Commercial Driver License (CDL) standards and testing information also derived from the California Commercial Motor Vehicle Safety Program. The California Motor Vehicle Safety Program, like all other similar State commercial licensing programs, is compliant with the federal mandate "that each State must have minimum standards for the licensing of commercial drivers."

The School's training programs are also designed to integrate necessary safety and professional standards into the conceptual framework of each program (i.e., standards from the Department of Transportation (DOT) Safety Rules & Regulations contained within the Federal Motor Carrier Safety Regulations Manual (FMCSR) and from significant professional organizations). Accordingly, the School continually seeks to enhance alignment of its purpose with the relevant regulatory standards (Federal and State), and with nationally recognized professional, proficiency/quality standards as can be evidenced by the School's completion and placement rates.

The primary "Educational Objectives" of the School's training programs are focused on preparing individuals for entry-level or advanced positions as commercial drivers. The School also identifies secondary education objectives that are focused on specialized continuing education trainings as value-added components for enhancing individual career opportunities related to commercial driving.

WTS REGULATORY INFORMATION: APPROVALS/DISCLOSURES

CA Bureau for Private Postsecondary Education (BPPE): {Ed Code §94909 (a) (2)} (Revised 8/2016)

Western Truck School WTS is a private institution that operates a Main Campus and a Satellite Campus in West Sacramento, CA, and two Branch Campuses—one in Bakersfield, CA, and one in Spring Valley (San Diego County) CA. WTS campuses and programs are appropriately licensed by the CA Bureau for Private Post-Secondary Education (BPPE) and the WTS BPPE School Code is 3401031. BPPE "approval to operate" means compliance with minimum standards and does not imply any endorsement or recommendation by the State or the Bureau. Any questions regarding the application or approval process may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, website: www.bppe.ca.gov, toll free phone(s): 888-370-7589, fax: (916) 263-1897. {Ed Code §94909 (a) (3) (A)} (Revised 7/2016)

Note: All revisions made in this Revised Catalog are noted pursuant to 5 CCR §71810 (a).

ACCSC Accreditation: (Revised 8/2016)

NOTE: The Western Truck School (WTS) West Sacramento Main Campus and Satellite campuses are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), and the campuses located in West Sacramento, CA are the only WTS campuses accredited by ACCSC. Accreditation is a voluntary, non-governmental, peer-review process which provides a means of assisting schools and colleges to become stronger and better institutions by setting standards of educational quality (copied from ACCSC website, Jan. 2016). Any questions regarding the application or approval process may be directed to ACCSC, 2101 Wilson Blvd, Suite 302, Arlington, VA 22201, website: www.accsc.org, phone(s): (703) 247-4212, fax: (703) 247-4533.

CalVet Approval: (Revised 8/2016)

CalVets approves WTS for training of Veterans and eligible persons under the Provisions of Title 38, U.S. Code by the California State Approving Agency for Veterans Education (CSAAVE). This approval is granted in accordance with the responsibilities delegated to CSAAVE under Title 38, Chapter 36, U.S. Code Sections 3671(a) and 3672(a) Bulletin effective 1/1, 2016 through 12/31, 2016. (Revised 7/2017)

WTS Locations: {Ed Code §94909 (a) (4)} (Revised 8/2016)

West Sacramento (WS)	Bakersfield (BK)	Spring Valley/San Diego Area Campus (SD)
Main Campus 3990 Industrial Blvd West Sacramento, CA 95691 Email: wsrep@westerntruckschool.com Call: 800-929-1320 Satellite Campus (Yard) 4300 West Capitol Blvd West Sacramento, CA 95691 Email: wsrep@westerntruckschool.com Call: 800-929-1320	5800 State Road Bakersfield, CA 93308 Email: bkrep@westerntruckschool.com Call: 800-929-1320	11902 Campo Road Spring Valley, CA 91978-2202 Email: sdrep@westerntruckschool.com Call: 800-929-1320

WTS Program Approvals: (Revised 8/2016)

The following Chart lists current program approvals and continuing education offerings:

Note: All locations and all Commercial Driver Programs have approval/eligibility from the BPPE

Note: At West Sacramento, only the Class A Commercial Driver Program has been reviewed and approved by ACCSC and lies within the scope of the West Sacramento campus scope of accreditation.

Programs	BPPE (CA Bureau Private Postsecondary Education)	CalVets	ACCSC Accredited Campus: West Sacramento
Class A) Commercial Driver Program (160 CH)	Yes	Yes	Yes
(Class A) Commercial Driver Extended Program (180 CH)	Yes	Yes	NA: Extended Portion offered as continuing education training at the West Sacramento campus
Advanced Tractor Trailer Operator Program (330 CH)	Yes	Yes	No
Commercial Vehicle Driver Program (640 CH)	Yes	Yes	No
Class A/"P" Program (180 CH)	Yes	Yes	NA: "P" Endorsement offered as continuing education training at the West Sacramento campus.
Class B Operator (Specialized) Program (40 CH)	Yes	No	NA: Offered as continuing education training at the West Sacramento campus.
Class A or B /Refresher (Specialized) Program (40 CH)	Yes	No	NA: Offered as continuing education training at the West Sacramento campus.
Class "P" Passenger Endorsement	Yes	No	NA: Offered as continuing education training at the West Sacramento campus.
Forklift Course (Certification)	Yes	No	NA: Offered as continuing education training at the West Sacramento campus.

WTS REQUIRED DISCLOSURES/DISCLAIMERS:

Bankruptcy Statement Disclosure: (Ed Code §94909 (a) (12))

Pursuant to the California Education Code Section 94909(a)(12), every institution is required to include in the school catalog a statement specifying its Bankruptcy status. This institution has no pending petition in bankruptcy, nor is it operating as a debtor in possession, or has filed a petition within the preceding 5 years. This institution has had no petition in bankruptcy filed against it within the preceding 5 years that resulted in reorganization under Chapter 11 of the United States Bankruptcy as filed a per Code (11 U.S.C. Sec:1101 et seq.).

Catalog Information Disclosure/Disclaimer: (Revised 8/2016)

The Western Truck School Catalog is provided to all prospective students and can be accessed from the Western Truck School website: www.westerntruckschool.com or by contacting the school directly at 1-800-929-1320. “Prior to signing this Enrollment Agreement you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the appropriate School Performance Fact Sheets relating to completion rates, placements rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement” For West Sacramento students, those students must receive the CA Bureau for Private Postsecondary Education (BPPE) and the Accrediting Commission for Career Colleges and Schools School Performance Fact Sheets containing data submitted to those respective agencies in the required Annual Reports (Ed Code §94911 (i) (1)). (Revised 7/2017)

The ACCSC School Performance Fact Sheet is also available as a PDF from www.westerntruckschool.com. The CA Bureau of Private Postsecondary Education (BPPE) posts all approved program performance information on the BPPE website within the Annual Report link: https://www.dca.ca.gov/webapps/bppe/annual_report.php. (Revised 7/2017)

Any questions a student may have regarding the Student Catalog that have not been satisfactorily answered by the institution representatives may be directed to the CA Bureau for Private Postsecondary Education (BPPE) for all campuses, and/or to the Accrediting Commission for Career Colleges & Schools for the West Sacramento campus. (Revised 7/2017)

Contact Information for BPPE:

**Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or
P.O. Box 980818, West Sacramento, CA 95798-0818
Website: www.bppe.ca.gov
Phone: (916) 431-6959, 1-888-370-7589/Fax: (916) 263-1897 (Revised 7/2017)**

Contact Information for ACCSC:

**ACCSC
2101 Wilson Blvd, Suite 302
Arlington, VA 22201
Website: www.accsc.org
Phone: (703) 247-4212/Fax: (703) 247-4533 (Revised 7/2017)**

It is the intent of Western Truck School that information contained in this School Catalog is as current and correct as possible at the time of publication, and is so certified as true by Michael A. Nord, President/CEO, Western Truck School.

Signature: _____


Michael A. Nord, President/CEO

Anti-Discrimination Policy: (Revised 8/2016)

Western Truck School does not discriminate on the basis of race, color, national origin, sex, sexual orientation, or gender preference.

Arbitration Policy:

Any dispute, controversy or claim arising out of or relating in any way to [the agreement/the relationship] including without limitation any dispute concerning the construction, validity, interpretation, enforceability or breach [of the agreement], shall be exclusively resolved by binding arbitration upon a Party's submission of the dispute to arbitration. [In the event of a dispute, controversy or claim arising out of or relating in any way to [the agreement/the relationship], the complaining Party shall notify the other Party in writing thereof. Within thirty (30) days of such notice, management level representatives of both Parties shall meet at an agreed location to attempt to resolve the dispute in good faith. Should the dispute not be resolved within thirty (30) days after such notice, the complaining Party shall seek remedies exclusively through arbitration.] **The demand for arbitration shall be made within a reasonable time after the claim, dispute or other matter in question has arisen, and in no event shall it be made after two years from when the aggrieved party knew or should have known of the controversy, claim, dispute or breach.]**

Articulation Agreements: (Ed Code §94909 (a) (8)): (Revised 8/2016)

Western Truck School has not entered into any articulation or transfer agreements with any other institution.

Catalog Update Policy:

This catalog is revised annually and on an as-needed basis according to regulatory authorities.

Career Services Policy [5 CCR 76215 (a)] [Ed Code §94909 (a) (13)]: (Revised 8/2016)

Western Truck School makes no guarantee of employment to prospective or enrolled students; however, Western Truck School will make every effort to support students and graduates in finding gainful employment related to their training program. See Career Services page 34 for more information about services provided.

Dormitory/Housing Policy:

Western Truck School has no dormitory facilities under its control. **No dormitory facilities are provided nor is the school responsible for finding or assisting the student in finding housing facilities;** however, a list of local services has been provided in the back of this catalog. Local housing is available at a reasonable distance from each campus with a cost range from \$34.66-\$109 per night.

Dress Code Policy: (Revised 8/2016)

Western Truck School requires all students to dress appropriately. Tank tops, halter-tops, bare chests, thongs, or spike heels are not permitted. Appropriate attire is jeans/non dress slacks, T-shirts/shirts, sweatshirts/pullovers, and comfortable, closed toed shoes or working boots. Students are to be clean and neatly groomed. We suggest that you wear work type clothing to field classes since there's a possibility clothing may get soiled during the trainings. For safety reasons, we also recommend that students not wear large, dangling earrings, loose jewelry, or large belt buckles around equipment. Long hair should be tied back

Drug Education Policy: (Revised 8/2016)

In an attempt to assist its staff, students and their families, Western Truck School will conduct a drug awareness program that is mandated by the U.S. Department of Education. The object of the program is to point out the dangers of using addictive drugs.

Equal Opportunity Policy: (Revised 8/2016)

Western Truck School does not discriminate on the basis of race, color, sexual orientation, gender, nationality, creed or ethnic origin in the administration of its educational policies, admission policies, and other School administered programs.

Persons with Disabilities Policy: (Revised 8/2016)

Western Truck School (WTS) provides reasonable accommodations for persons with disabilities in compliance with the American Disabilities Act (ADA). WTS encourages handicapped individuals to visit the School in order to determine if the facilities are adequate for their need and/or if the training offered would be beneficial for them. All prospective students are reminded that they must be able to meet the medical and/or physical requirements set by the federal Department of Transportation (DOT) for a Commercial Driver's License (CDL). (

Student Conduct Policies: (Revised 8/2016)

The standards of conduct at Western Truck School are patterned after those that prevail in both business and industry. Students are expected to observe the School's regulations, to follow directions given by their instructor, and to conduct themselves in a manner that is a credit to the School, their fellow students, and the trucking industry.

In order to create a healthy learning environment, certain standards of conduct must be followed. The following activities at or around

Western Truck School facilities and equipment will be cause for immediate dismissal for any infractions listed below:

- If under the influence of alcohol and/or drugs;
- If smoking/chewing in unauthorized areas, i.e., classroom, restricted yard areas or inside trucks;
- If unauthorized to start or operate a WTS equipment;
- If gambling on a WTS campus or in WTS equipment;
- If engaged in hazing or harassment of a fellow student or instructor after being advised to cease such behavior; and/or
- If engaged in unauthorized cell or smartphone use in and around equipment or classroom.

Students are provided copies of Western Truck School Rules and Regulations on their first day of class for review to remind them of the School's policies that are also published in the Student Catalog. *(Revised 8/2016)*

Student Records Policy: {Ed Code §94909 (b)} (Revised 8/2016)

An official academic record is maintained permanently as required for each student either physically or electronically at the Corporate offices located at 3990 Industrial Blvd, West Sacramento, CA 95691. Current student files are only available at campus locations during attendance. No records are maintained/archived at campus locations after a student has either completed her/his program or has left her/his program, other than a digital or electronic copy. The record provides the requisite record item that includes title Training/Program, Dates of Enrollment at WTS, Attendance Record, Grades, Skill Levels, Training/Program Completion Information/or Date of Withdrawal/Termination, and Advising and Employment Information. Financial records are also maintained for each student at the Corporate office in West Sacramento. The Financial Records provide a complete record of tuition charges, payments, refunds, and financial transactions that are maintained indefinitely following the date of the student's graduation, withdrawal or termination.

Student records are confidential records. At any time, students may review their academic or financial records with the Financial Officer and/or the Director of Operations. In the event of a School closure, the appointed Custodian of Records as required by the California Education Code would maintain student records.

The rights of students to inspect their individual records are in accordance with the Family Education Rights and Privacy Act of 1974, Public Law §93.380, as amended.

Transcript Policy: {Ed Code §94909 (b)} (Revised 8/2016)

A transcript is maintained for each student and lists the following information:

- School Name & Address & Phone Number.
- Program/Training Title.
- Name of Student.
- Enrollment Start/End Dates.
- Instructor(s) Name(s).
- Training Location.
- Field Training Grades/Scores on Tests/Examinations.
- Final Field/Academic GPA's
- Clock Hours Completed.
- Attendance (Days Absence).
- Student Status (Graduated, Withdrawn, Terminated).
- Registrar's Signature/Date.

WTS Hours of Operation: (Revised 8/2016)

All Administrative, Admissions and LRC hours of operation are Monday—Friday from 8am to 5p.m. Check with your local campus for operational hours on weekends.

WTS GENERAL PROGRAM/SCHEDULING POLICIES (listed alphabetically) *(Revised 8/2016)*

Scheduling Policies:

Western Truck School's schedule is planned one year in advance. Any revisions to that schedule will be forwarded to the student with ample time to make any necessary adjustments. Western Truck School observes the following holidays (listed according to yearly occurrence):

New Year's Day (Jan 1); Memorial Day; Independence Day (July 4); Labor Day; Thanksgiving Day; Christmas Day (Dec 25)

Due to the intensive nature and short lengths of the programs/trainings, it is essential that students use make-up days for holiday closure times. Class times and/or graduation dates may be extended to accommodate class schedules when necessary.

Class Times Policy (Revised 8/2016)

Western Truck School offers day, evening and weekend classes depending on program choice:

Class Format	Days of Week	Class Times	Daily Clock Hours	60 Minute Lunch	10 Minute Breaks	Total Clock Hour Programs	Total Weeks
Day	M-Th	6am-5pm	10	Yes	2	160/180	4/5
Weekend	Sat-Sun	6am-5pm Or 7am-6pm	10	Yes	2	160/180	8/9
Evening	M-F	5:30pm-11pm	5	No	1	160/180	6/7
Weekly Special Programs	M-Th	6am-5pm Or 7am-6pm	10	Yes	2	40	1
Weekly Specials Continued	M-F	8am-5pm	8	Yes	2	40	1
Daily Special Programs (Certificate & Additional Training)	M-Sun	Dependent Upon Type of Training & Availability	2-4+	NA	NA	2-4+	NA

Class Components (Revised 8/2016)

- The first 40 clock hours of the 160/180 clock hour programs consist of mostly classroom training (e.g., first week for Day Classes, first two weeks of Evening Classes & the first two weekends for Weekend Classes).
- 160/180 clock hour Day classes are in session for 4 days per week for 10 hours per day.
- 40 clock hour Day classes are in session either 4 days a week for 10 hour days or 5 days a week for 8 hour days (student choice).
- Evening classes are in session for 5 days per week for 5 ½ hours per night.
- Weekend classes are in session on Saturdays and Sundays for eight weekends for 10 hours per day.
- Day/Weekend Classes Break Times: Two 10 minute breaks per day/One 60 minute lunch.
- Night Class Break Times: One 10 minute break per night.
- 4 clock hour Certificate/Specialized Trainings may include 1 clock hour of classroom instruction--dependent upon type of training.

Clock Hour vs Credit Hour Policy: {5 CCR §71810 (b)} (Revised 8/2016)

Western Truck School (WTS) measures its educational programs on the basis of clock hours (CH). A clock hour is defined as a period of sixty (60 minutes with a minimum of fifty (50) minutes of instruction per hour). WTS trainings are not credit bearing offerings. See pages 14-28 for more detailed program information.

Credit For Prior Experiential Learning: {5 CCR §71770 (c)} (Revised 8/2016)

Western Truck School does not grant credit/learning attainment for prior experiential learning.

Completion Award Policy: {5 CCR §71810 (b)} (Revised 8/2016)

California requires that a student who successfully completes a training, course or program of study be awarded an appropriate diploma or certificate verifying the fact. Western Truck School (WTS) offers Diplomas & Certificates as acknowledgements of completion of its trainings. WTS does not offer educational programs leading to a degree.

Distance Learning Policy: {5 CCR §71770 (c)}

Western Truck School does not offer nor does it plan to offer distance learning training.

English Language Instruction/English as a Second Language Instruction (ESL) Policies: {5 CCR §71810 (b) (4)}/{5 CCR §71810 (b) (5)} (Revised 8/2016)

All instruction is provided in English as proficiency in English is required for the California Department of Motor Vehicles Commercial

Driver Permit Test and the Commercial Driver License Examination. Western Truck School does not provide English as a Second Language (ESL) programming. Individuals in need of such are referred to local community resources that provide ESL services.

Independent Study Policy: {5 CCR §71810 (b)} (Revised 8/2016)

Western Truck School does not have an independent study policy, nor accepts clock hours/credit for independent study achievements.

WTS Transfer of Credit Policies: {Ed Code §94909 (a) (15)} (Revised 8/2016)

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

The transferability of clock hours you earn at Western Truck School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of any diploma or educational attainment you earn from any institution is also at the complete discretion of the institution to which you may seek to transfer (e.g., clock hours, credit hours, diplomas and/or certificates). If the educational attainment 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 and/or program at that institution. For this reason, you should make certain that your enrollment at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Western Truck School to determine if your educational work will transfer. Western Truck School has not entered into any articulation or transfer agreement with other institutions.

Transfer of Credit: Concerning the Acceptance of, or Transferability of Credits and Credentials Earned at Other Institutions to/by Western Truck School: {Ed Code §94909 (a) (8)} (Revised 8/2016)

The acceptance or transferability of credits or clock hours you may have earned/completed at another institution is not currently accepted at Western Truck School, nor has Western Truck School entered into any articulation or transfer agreements with other institutions. (Revised 7/2017)

STUDENT COMPLAINT POLICIES

Student Complaint Procedures/Resolution & Student Rights: {5 CCR §71810 (b)} (Revised 8/2016)

Pursuant to {5 CCR §71810(14)}, persons seeking to resolve problems or complaints should first contact the instructor in charge. If the complaint is not resolved to the student’s satisfaction, student may submit a complaint in writing to the Training Coordinator. The Training Coordinator will log the complaint on to a “Student Complaint Form” and will begin an investigation. If the complaint is not resolved to the student’s satisfaction, the student may submit the complaint in writing to the Director of Operations. The Director of Operations will contact the Training Coordinator to investigate the complaint. The Director of Operations will resolve the complaint and notify both the Training Coordinator and student in writing of the results of the investigation and determinations that have been made. If the complaint is not resolved to the student’s satisfaction, the student may submit the complaint in writing to the Treasurer/Controller of the Company. The Treasurer/Controller will contact the Director of Operations to investigate the complaint. The Treasurer/Controller will resolve the complaint and inform the student in writing of results and determinations.

In accordance with the Regulations Relating to the Approval of Vocational and Non-Degree Granting Schools, Agents and Agencies, and the Student Tuition Recovery Fund (if applicable), any complaint received by the School must be reviewed and resolved within 30 days after it was first made by the student. Following would be the procedures to follow.)

BPPE Requirement: (Revised 8/2016)

If the complaint is not resolved to the student’s satisfaction, 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. {Ed Code §94909 (a) (3) (C)}

ACCSC Requirement--West Sacramento Only: (Revised 8/2016)

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the accrediting commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Mary Hagerty, Financial Administrator, Maryh@westerntruckschool.com or online at www.accsc.org.

WTS ADMISSIONS POLICIES

{5 CCR §71810 (b) (4)}; {Ed Code §94909 (a) (8) (A)} (Revised 8/2016)

Admission Requirements

In order to be accepted for training as an entry-level truck driver, an applicant must:

- Read, write and comprehend English. {5 CCR §71810 (b) (4)} & DOT: §391.11 Subpart B FMCSR.
- Present a high school diploma or GED certificate from a U.S. School.
- Applicants that do not possess a high school diploma or its equivalent must successfully pass an Ability-to-Benefit examination {Ed Code §94909 (a) (8) (B)}
 - Western Truck School currently utilizes the *Wonderlic Basic Skills Test* as its Ability to Benefit Test.
 - Applicants must achieve a Skills Composite score of 230 or higher in order to successfully pass this Ability-to-Benefit exam (i.e., the accepted/identified benchmark as of Jan. 2016).
 - For English as a second language applicants, the successful completion of this examination will also demonstrate that the applicant is proficient in comprehending the English language.

Western Truck School complies with section §391.11 Subpart B FMCSR (Federal Motor Carrier Safety Regulations) pertaining to a driver's requirement that they must be able to read, write and converse in English. Consequently, all transactions are performed in English only. Western Truck School does not provide recruitment or training in other languages. The institution is identified as an Eligible Training Provider (ETP) by the California Employment Development Department, which may provide funding for eligible students and programs under the Workforce Investment Act (WIA). WIA is a federal and state funding source of financial aid to students. Information on WIA funding can be found at http://edd.ca.gov/Jobs_and_Training/Workforce_Investment_Act.htm.

- Present a current valid driver's license.
- Present a Social Security card and Resident Alien Card, if applicable.
- Pass a Department of Transportation (DOT) physical examination.
- Obtain a CA Department of Motor Vehicle (DMV) printout.
NOTE: If applicant has any Driving Under the Influence (DUI) convictions or more than three moving violations on his/her driving record, any Worker's Compensation claims in the last three years, felony convictions, back or neck problems, or a non-verifiable work history, he/she must speak to an Admission's Counselor so that we may determine, on an individual basis, whether or not any of the above conditions would prevent the applicant from obtaining a position in the truck driving industry with certain employers.
- Be at least 18 years of age.
- Minimum age for interstate driving is 21.
- Pass a NIDA 5-Panel drug screen test. According to the U.S. Department of Transportation Regulation §382.103, student drivers are required to test even though they may not yet possess a Commercial Driver's License (CDL).

Admission Processes/Procedures: {5 CCR §71810 (b) (4)}; {Ed Code §94909 (a) (8) (A)} (Revised 8/2016)

The typical Admissions process is as follows:

- First, an applicant is interviewed by an Admission's Representative, and a pre-admissions information file is created.

During the interview, it is pointed out that, if the applicant has any DUI (Driving Under Influence) convictions or more than three moving violations on his/her driving record, any Worker's Compensation claims in the last three years, felony convictions, neck or back problems, or a non-verifiable work history, it may be difficult to secure employment with certain employers.

- Next the applicant is then informed about program and program scheduling options.
- After discussion of available programs, the drug screen requirement for all students is explained.
 - All enrolled students must have received a negative NIDA 5-Panel drug test result before the applicant performs a safety-sensitive function such as driving a commercial vehicle.
- Next, the applicant is informed of the next available class starting date(s), other admission requirements, and school policies, in general.

- Each applicant is then given a tour of the School (i.e., unless the initial application steps are not accomplished in person).
- A complete school catalog is provided to all students at the time of enrollment, if they have not already downloaded one from the WTS website or upon request at any time.
- A current copy of the WTS School Catalog is also available online at www.westerntruckschool.com.

(Note, due to a variety of circumstances, the above processes may not always occur precisely as listed above; however, all the above processes must occur prior to the actual Enrollment process listed below)

WTS ENROLLMENT AGREEMENTS: PROCESSES/PROCEDURES

{5 CCR §71810 (b)}; {Ed Code §94909 (a)} (Revised 8/2016)

An Enrollment Agreement is processed when the applicant is determined to be qualified for training, has completed all admissions requirements/directives/steps and the applicant's start date is within a reasonable time period of the signing, and/or on the day of the class start. The completed Enrollment Agreement is forwarded to the Corporate Office for final approval. A "Notice of Student Rights" informing the students of their right to cancel the training contract is given to each student prior to enrollment. Upon signing all required documents, students receive copies of all documents signed, including the Enrollment Agreement.

WTS FUNDING POLICIES

{Ed Code §94909 (a) (10)} (Revised 8/2016)

*Please Note: Western Truck School is **not** approved by the U.S. Department of Education to participate in Federal Financial Aid Title IV programs (i.e., Federal Student Loans or Grants), nor is it approved by the California Student Aid Commission to participate in the Cal Grant programs.* Per Ed Code §94899.5(a) Institutions that offer short-term programs designed to be completed in one (1) term or four (4) months, whichever is less, may require payment of all tuition and fees on the first day of instruction with limitations that shall not apply to any funds received by an institution through federal and state student financial aid grant and loan programs, or through any other federal or state programs. Institutions may not provide private institutional loan funding to a student where indebtedness exceeds the total charges for the current period of attendance. At the student's option, an institution may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement. Per Ed Code §94918, compliance with making consumer loans to students (as applicable), Western Truck School complies with the requirements of the Federal Truth and Lending Act pursuant to Title 15 of the United States Code.

WTS CONSUMER INFORMATION POLICIES

(Revised 8/2016)

A Summary of Your Rights Under the Fair Credit Reporting Act:

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street, N.W., Washington, DC 20552. Summary of Rights include the following:

- You must be told if information in your file has been used against you:
 - Anyone who uses credit report or another type of consumer report to deny your application for credit, insurance, or employment or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file:
 - You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure").
 - You will be required to provide proper identification, which may include your Social Security number.
 - In many cases, the disclosure will be free.
 - You are entitled to a free file disclosure if:
 - A person has taken an adverse action against you because of information in your credit report;
 - You are the victim of identity theft and place a fraud alert in your file;
 - Your file contains inaccurate information as a result of fraud;
 - You are on public assistance;
 - You are unemployed but expect to apply for employment within 60-days.
- In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies.

(Go to www.consumerfinance.gov/learnmore for additional information.)

- You have the right to ask for a credit score:
 - Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus.
 - You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it.
 - In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- You have the right to dispute incomplete or inaccurate information:
 - If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous.
(Go to www.consumerfinance.gov/learnmore for an explanation of dispute procedures.)
 - Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information:
 - Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days; however, a consumer reporting agency may continue to report information it has verified as accurate.
 - Consumer reporting agencies may not report outdated negative information:
 - In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than ten (10) years old.
- Access to your credit file is limited:
 - A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business.
 - The FCRA specifies those with a valid need for access.
 - You must give your consent for reports to be provided to employers.
 - A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer.
 - Written consent generally is not required in the trucking industry.
(Go to www.consumerfinance.gov/learnmore for more information.)
- You may limit “prescreened” offers of credit and insurance you get based on information in your credit report:
 - Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on.
 - You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- You may seek damages from violators:
 - If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights:
(Go to www.consumerfinance.gov/learnmore for more information.)

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General.

For Information about your Federal rights contact:

1. Consumer Rights Non-Governmental Resources:
 - a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.
 - b. Such affiliates that are not banks, savings associations, or
 - c. Credit unions also should list, in addition to the CFPB:
2. Federal Consumer Rights Governmental Resources:
 - a. Financial Protection Bureau
1700 G Street NW
Washington, DC 20552
 - b. Federal Trade Commission
Consumer Response Center – FCRA
Washington, DC 20580
(877) 382-4357
3. Other Resources: To the extent not included in the above listings:
 - a. National banks, federal savings associations and federal branches and federal agencies of foreign banks;
 - b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act;

- c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations.
- d. Federal Credit Unions.

4. Other Relevant Federal Agencies:

- a. Office of the Comptroller of the Currency:
Customer Assistance Group
1301 McKinney Street, Suite 3450
Houston, TX 77010-905
- b. Federal Reserve Consumer Help Center
P.O. Box 1200
Minneapolis, MN 55480
- c. FDIC Consumer Response Center
1100 Walnut St., Box #11
Kansas City, MO 64106
- d. National Credit Union Administration
Office of Consumer Protection (OCP)
Division of Consumer Compliance and Outreach (DCCO)
1775 Duke Street
Alexandria, VA 22314
- e. Air carriers Asst. General Counsel for Aviation Enforcement & Proceedings
Aviation Consumer Protection Division:
Department of Transportation
1200 New Jersey Avenue, S.E.
Washington, DC 20590
- f. Creditors Subject to Surface Transportation Board Office of Proceedings,
Surface Transportation Board
Department of Transportation
395 E Street, S.W.
Washington, DC 20423
- g. Small Business Investment Companies:
Associate Deputy Administrator for Capital Access
United States Small Business Administration
409 Third Street, SW, 8th Floor
Washington, DC 20416
- h. Brokers and Dealers Securities and Exchange Commission
100 F Street, N.E.
Washington, DC 20549
- i. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks and Production Credit Associations:
Farm Credit Administration
1501 Farm Credit Drive
McLean, VA 22102-5090
- j. Retailers, Finance Companies, and All Other Creditors Not Listed Above:
FTC Regional Office for region in which the creditor operates or:
Federal Trade Commission:
Consumer Response Center – FCRA
Washington, DC 20580
(877) 382-4357

WTS TRAINING/PROGRAMS

{Ed Code §94909 (a) (5)} (Revised 8/2016)

General Information: Commercial Driver Requirements: {Ed Code §94909 (a) (6)}

Secondary school diploma or equivalency, or passing scores on a federally approved ability to benefit examination. **English is the only language used for educational purposes at Western Truck School (WTS). Western Truck School is not authorized under Federal Law to enroll non-immigrant students, nor does it provide services for obtaining a visa.** In order to be accepted into the program, the student must be able to read, write and comprehend English, §391.11 Subpart B of the Federal Motor Carrier Safety Regulations (FMCSR). Additionally, Western Truck School does not offer English as a Second Language courses. To meet admission requirements, Western Truck School requires students from foreign, non-English speaking countries to take an approved Ability to Benefit test or provide translated and certified documents showing equivalency to a U.S. high school diploma. These documents are further reviewed by a school official (or their designee) before the student is accepted for training. In lieu of documentation of a high school diploma or its equivalent, applicants must pass an Ability-to-Benefit test with a score of 230 or higher before acceptance (i.e., the required benchmark as of Jan. 2016). If a student cannot present either a high school diploma or a GED certificate, he/she will be required to take an Ability-to-Benefit test. (Revised 7/2017)

Commercial Driver License Definitions: Copied from the California Commercial Driver Handbook (2015-2016):

- **WITH A COMMERCIAL CLASS “A” LICENSE:**
 - Any legal combination of vehicles, including vehicles under Class B and Class C.
- **WITH A COMMERCIAL CLASS “B” LICENSE:**
 - A single vehicle with a gross vehicle weight rating (GVWR) of more than 26,000 lbs.
 - A 3-axle vehicle weighing over 6000 lbs.
 - A bus (except a trailer bus), with endorsement.
 - Any farm labor vehicle, with endorsement.
 - All vehicles under Class “C” License regulations.
- **WITH A BASIC CLASS “C” LICENSE:**
 - A 2-axle vehicle with a gross vehicle weight rating (GVWR) of 26,000 lbs. or less.
 - A 3-axle vehicle weighing 6,000 lbs. gross or less.
 - A motorized scooter.
 - Any house car 40’ or less.
 - A farmer or employee of a farmer may also drive:
 - Any combination of vehicles with a gross combination weight rating (GCWR) of 26,000 lbs. or less if used exclusively in agricultural operations and it is not for hire or compensation.
- **RESTRICTED/UNRESTRICTED LICENSES:**
 - If testing with an automatic transmission, testing is for a license restricted to operation of automatic transmission vehicles.
 - If testing with a manual transmission, testing is for a license unrestricted for any type of transmission.

WTS PROGRAM DESCRIPTIONS & OUTLINES

{Ed Code §94909 (a) (6)} (Revised 8/2016)

160 CLOCK HOUR: “CLASS A COMMERCIAL DRIVER PROGRAM” (CDLA) (Revised 8/2016)

(This program is approved by BPPE and the CalVets for all campuses and by ACCSC for the West Sacramento campus)

This program is a 4-Week Day Program, a 6-Week Night Program or an 8-Week Weekend Program. Field and classroom training total 160 clock hours. Western Truck School offers day, evening, and weekend classes. Conventional tractors and trailers are used for training, and all equipment fully complies with Federal, State and Local regulations. Training is post-secondary education designed for adults to achieve the necessary skills needed for gainful employment as a commercial driver.

Scope & Sequence of Program:

Initially, all students attend 40 clock hours of mostly classroom training covering such Commercial Driver License (CDL) Handbook Rules & Regulation topic areas such as logbooks/hours of service, pre-trip inspections, coupling/uncoupling, combinations, air brakes, DOT safety, defensive driving, health/wellness, job search techniques and other rules and regulations related to the aforementioned topic areas. Students are taken into the yard area occasionally for better understanding of the classroom instruction. At the end of the first 40 clock hours of training, students must go to the Department of Motor Vehicles (DMV) Commercial office and successfully pass the CDL Class “A” Driver’s Permit test. **REQUIREMENT: Students must have obtained a CDL Class A Permit and successfully pass the required drug screen prior to engaging in any operational activities with a truck. Additionally, a WTS instructor must be present at all times students are operating WTS equipment.**

After obtaining a Class “A” Learner’s Permit, the student begins the field training portion of the program that is both stationary observation/practice around the truck, and behind-the-wheel operation comprising the next 120 clock hours of the 160 clock hour program (i.e., the next three weeks of the four week program). Field training includes yard, range and over-the-road training. Focus areas include initial practice with pre-trip inspection/coupling, shifting, braking, turning, backing, docking and parking skills sets in the yard; and a combination of driving practice on a range area, as well as on city, highway, and freeways once yard skills have been achieved at an acceptable level.

The practical components of the program help the student driver enhance competency levels related to classroom instruction and yard skills, especially as related to skills sets focused on safe and defensive driving. Accordingly, general knowledge acquisition and required skill sets practice are extensively covered throughout the field training in preparation for taking the DMV test for a Class “A” license. The training also includes assigned homework on a regular basis, and a field trip to the Department of Motor Vehicles (DMV) Commercial testing site.

After completion of the 160 clock hour program, students are taken to the CA Department of Motor Vehicles (DMV) for the Class “A” Commercial Drive License (CDL) knowledge/skills and driving test. If an Endorsement(s) has been identified on the Permit, the student would also be given the opportunity to take a written test on that Endorsement(s) at that time. Note, only the School can make a student’s appointment for testing since the School must schedule an instructor and make available the appropriate equipment for any DMV test.

Further, DMV appointments can only be made after a student has obtained a Class A Driver Permit. Therefore, DMV appointment times are dependent on the timeliness of obtaining a Permit as well as on the availability of appointment times as set by the DMV. For more information on DMV appointment times, please see the campus Training Coordinator and/or Lead Instructor. For more information on class schedules, please see schedule charts on pages 41-42.

CLASS “A” COMMERCIAL DRIVER PROGRAM OUTLINE (CDLA)
(160 Clock Hours: 4 Or 8 Week Program)

SCOPE & SEQUENCE OF PROGRAM	CLOCK HOURS
CLASSROOM/LECTURE	
Orientation	3
CDL Training	15.0
DOT/Log Hours of Service	10.0
Air Brake System	5.0
Safety Procedures	7.0
TOTAL CLASSROOM/LECTURE:	40.0
YARD/FIELD	
Vehicle Inspection:	
• Around Truck	15.0
• In Cab	6.0
• Brake Adjustment	2.0
Backing:	
• Straight Line Backing	10.0
• Offset 90 Degrees	10.0
• Skilled Backing Maneuvers	10.0
Coupling/Uncoupling:	
• Semi	5.0
• Doubles	2.0
Shifting:	
• Double Clutching	10.0
• Up Shifting	10.0
• Down Shifting	10.0
Basic Control:	
• Turns (L/R)	6.0
• Mirrors	6.0
• Lane Position	6.0
• Brakes	6.0
• Scanning for Hazards	6.0
TOTAL FIELD HOURS:	120.0
TOTAL PROGRAM HOURS:	160.0

In January of 1999, a law was enacted that requires truck-driving schools to register their students in a random drug testing pool. If a student

is selected in the random pool, they must be escorted to the testing facility. **TWO DMV drive tests are included** in the cost of the program. Students must pay for additional DMV drive test fees for third and subsequent attempts. The Admission's Department can provide further information on the rates and testing schedules.

180 CLOCK HOUR: "CLASS A COMMERCIAL DRIVER EXTENDED PROGRAM" (CDLAX) (Revised 8/2016)

(This program is BPPE and CalVets approved for all campuses; however, the 20 clock hour extension of this program is offered at the West Sacramento campus only as "Continuing Education" training with secondary educational objectives that are subset/supplementary trainings of the ACCSC approved Class A Commercial Driver Program. For West Sacramento students, please see your Admissions representative for information regarding combining Continuing Education trainings with approved programming)

This program is an extension of the 160 Clock Hour Class A Commercial Driver Program that extends the program by 20 Clock Hours—180 Clock Hour Program. The extended hours include 2 Clock Hours of Forklift Certification Training and 18 Clock Hours of additional driver training focused on Safety Certification training. Therefore, the student in the extended program completes the program with a Forklift Certification, a WTS Safety Certificate, a WTS diploma and more preparation for taking the California Class A Commercial Driver Examination.

The program is a 4 ½ Week Day Program, a 6 ½ Week Night Program, or a 9 Week Weekend Program. It is comprised of classroom and field training that total 180 clock hours and as mentioned previously, also includes Forklift Certification training and completion of a Western Truck School Safety Certificate. Conventional tractors, trailers and passenger vehicles are used for training, and all equipment fully complies with Federal, State and Local regulations.

Training is post-secondary education designed for adults to achieve the necessary skills needed for gainful employment as **Class "A"** commercial drivers with Forklift and Safety Certifications.

Scope & Sequence of Training: Learning Objectives:

Students initially attend 40 clock hours of mostly classroom training covering such Commercial Driver License (CDL) Handbook Rules & Regulation topic areas as logbooks/hours of service, pre-trip inspections, coupling/uncoupling, combinations, air brakes, DOT safety, defensive driving, WTS Safety Certification, forklift certification, health/wellness, job search techniques and other rules and regulations related to the aforementioned topic areas. Students are occasionally taken into the yard area for better understanding of the classroom instruction. At the end of the first 40 clock hours of training, students must go to the Department of Motor Vehicles (DMV) Commercial office, successfully pass the CDL Class "A" Learner's Permit test and identify endorsements that the student driver intends to obtain, if any. **REQUIREMENTS:** Before any field training can occur on campus, the student must obtain a valid California Class "A" Learner's Permit and also successfully pass the required drug screen test.

After obtaining a Class "A" Learner's Permit, the student begins the field training portion of the program. Field training is both stationary observation/practice around the truck, and behind-the-wheel operation that entails the next 140 clock hours of the 180 clock hour program. Field training includes yard, range, over-the-road training and forklift operation. Focus areas consist of initial practice with coupling/uncoupling, pre-trip/post-trip inspection, backing, turning, shifting, braking, docking and parking skills sets in the yard; a combination of driving practice on a range area, as well as on city, highway, and freeway roadways; and forklift skill sets.

The practical components of the program help the student driver develop more competency with previously learned classroom and yard skills, as well as the further development of skills sets focused on safe and defensive driving. The additional focus on safe and defensive driving prepares the student for a final evaluation that provides the student with the WTS Safety Certificate.

Of note, Safety Certification is often mandated by employers and/or subcontractors for insurance purposes. Accordingly, general knowledge acquisition and required skill sets practice are extensively covered throughout the field training in preparation for taking the DMV test for a Class A license and any identified endorsement tests.

The training also includes assigned homework on a regular basis, and a field trip to the Department of Motor Vehicles (DMV) Commercial testing site. After completion of the 180 clock hour program, students are taken to the Department of Motor Vehicles (DMV) for the testing. Note, only the School can make a student's appointment for testing since the School must schedule an instructor and make available the appropriate equipment for any DMV test. Students successfully completing the extended program will have engaged in more focused practical training as well as will be awarded a WTS Diploma and two value added certifications: Forklift Certification and the WTS Safety Certificate.

**CLASS A COMMERCIAL DRIVER EXTENDED PROGRAM OUTLINE (CDLAX)
(180 Clock Hours)**

SCOPE & SEQUENCE OF PROGRAM	CLOCK HOURS
CLASSROOM/LECTURE	
Orientation	3.0
CDL Training	15.0
DOT/Log Hours of Service	10.0
Air Brake System	5.0
Safety Procedures/Certification	5.0
Forklift Certification	2.0
TOTAL CLASSROOM/LECTURE:	40.0
YARD/FIELD	
Vehicle Inspection:	
• Around Truck	10.0
• Brake Adjustment	10.0
Backing:	
• Straight Line	10.0
• Offset 90 Degrees	10.0
• Skilled Backing Maneuvers	10.0
Coupling/Uncoupling:	
• Semi	10.0
Shifting:	
• Double Clutching	10.0
• Up Shifting	10.0
• Down Shifting	10.0
Basic Control:	
• Turns	8.0
• Mirrors	8.0
• Lane Position	8.0
• Brakes	8.0
• Scanning for Hazards	8.0
Forklift Certification	
• Forklift Operation	2.0
Additional Operator Training	
• Enhancing Driver Skill Sets	8.0
TOTAL FIELD HOURS:	140.0
TOTAL PROGRAM HOURS:	180.0

In January of 1999, a law was enacted that requires truck-driving schools to register their students in a random drug testing pool. If a student is selected in the random pool, they must be escorted to the testing facility. **TWO** DMV drive tests are included in the program tuition. Students must pay for additional DMV drive test fees for third and subsequent attempts. The Admission's Department can provide further information on the rates and testing schedules. For more information on class schedules, please see schedule charts on pages 41-42.

330 CLOCK HOUR "ADVANCED COMMERCIAL DRIVER PROGRAM" (ACDLA) (Includes Class "A" License Training) (Revised 8/2016)

This program is not identified as within the scope of the West Sacramento campus' accreditation and not offered at that campus

The program is an 8 week advanced training program. Field and classroom training total 330 clock hours. Western Truck School offers this program as a day program. Training is post-secondary education designed for adults to achieve a higher level of necessary skill sets and be better qualified when making application for gainful employment and/or seeking advancement as a commercial driver. Overall, the 330 clock hour **Advanced Tractor Trailer Program** provides more depth and breadth in its training components than the Class A 160 clock hour program (e.g., it is more comprehensive, and also far more extensive in its design focused on higher level mastery of knowledge and skills sets than the 160 clock hour Class "A" Tractor Trailer Operator Program). Therefore, the curriculum consists of 80 clock hours of classroom instruction sometimes integrated with yard/field instruction, and 250 clock hours of initial and advanced practical experience/training.

Students in the 330 clock hour **Advanced Tractor Trailer Operator Program** initially attend 40 clock hours of mostly classroom training covering such Commercial Driver License (CDL) Handbook Rules & Regulation topic areas as logbooks/hours of service, pre-trip inspections, coupling/uncoupling, combinations, air brakes, DOT safety, defensive driving, health/wellness, job search techniques and other rules and regulations related to the aforementioned topic areas. Students are taken into the yard area occasionally for better understanding of

the classroom instruction. At the end of the first 40 clock hours of training, students must go to the Department of Motor Vehicles (DMV) Commercial office and successfully pass the CDL Class “A” Learner’s Permit test. **REQUIREMENT: Before any field training can occur on campus, the student must obtain a valid California Class “A” Learner’s Permit and also successfully pass the required drug screen test.** After obtaining a Class “A” Learner’s Permit, the student begins the next 120 clock hours of the program that include initial yard and field training that is both stationary observation/practice around the truck and behind-the-wheel time. Training also consists of initial practice with coupling/uncoupling, pre-trip/post-trip inspection, backing, turning, shifting, braking, docking and parking skills sets in the yard with roadway experience/training more focused on preparation for the Class A License testing.

After completion of 120 clock hours of the program, students are taken to the Department of Motor Vehicles (DMV) for the Class “A” Commercial Drive License (CDL) knowledge/skills and driving test. The latter 170 clock hours of the program include more advanced classroom instruction focused on the nature of the trucking industry, an introduction to general business management/issues for owner-operators, enhancement of driver knowledge of health and wellness issues/maintenance, better understanding of emergency issues/situations, driving under a variety of climate/weather conditions and CPR certification (voluntary). Advanced yard/field training components support all classroom instruction and all yard/range/roadway training. Advanced driving components consist of enhancing skill sets related to safe and defensive driving, all terrain driving skills/techniques, understanding/reacting to emergency activities/situations, understanding/reacting to accidents and related reporting/issues, understanding issues surrounding railroad crossings, parking/emergency parking and Forklift Certification training. Successful completion of the 330-Hour Program qualifies the graduate as an advanced solo commercial vehicle operator also qualified as a certified forklift operator capable of handling a variety of forklift activities/ jobs, including loading and unloading his/her own trailer. For more information on class schedules, please see schedule charts on pages 41-42.

ADVANCED COMMERCIAL DRIVER PROGRAM OUTLINE (ACDLA)
(330 Clock Hours: 8 Week Program)

SCOPE & SEQUENCE OF PROGRAM	CLOCK HOURS
CLASSROOM/LECTURE	
Orientation	5.0
CDL Training	15.0
DOT/Log Hours of Service	25.0
Air Brake System	5.0
Advanced Map Reading	5.0
Health & Wellness	5.0
Seven Minute Solutions	10.0
Health & Safety	10.0
TOTAL CLASSROOM/LECTURE:	80.0
YARD/FIELD	
Vehicle Inspection:	
• Around Truck	24.0
• In Cab	10.0
• Brake Adjustment	6.0
• Tire/Tread ICD	8.0
• Motor Components	8.0
• Straight Line Backing	15.0
• Offset 90 Degrees	15.0
• Skilled Backing Maneuvers	40.0
Coupling/Uncoupling:	
• Semi	10.0
• Doubles	4.0
Shifting:	
• Double Clutching	20.0
• Up Shifting	20.0
• Down Shifting	20.0
Basic Control:	
• Turns (L/R)	10.0
• Mirrors	10.0
• Lane Position	10.0
• Brakes	10.0
• Scanning for Hazards/Defensive Driving	10.0

TOTAL FIELD HOURS:	250.0
TOTAL PROGRAM HOURS:	330.0

In January of 1999, a law was enacted that requires truck-driving schools to register their students in a random drug testing pool. If a student is selected in the random pool, they must be escorted to the testing facility. **TWO** DMV drive tests are included in the programs tuition. Students must pay for additional DMV drive test fees for third and subsequent attempts. The Admission's Department can provide further information on the rates and testing schedules.

640 CLOCK HOUR CLASS A: "COMMERCIAL VEHICLE DRIVER PROGRAM" (CVDA) *((Revised 8/2016)*

(This program is approved by BPPE for all campuses; however, this program is not identified as within the scope of the West Sacramento campus' accreditation and not offered at that campus)

The program is a 16-week program. Field and classroom training total 640 clock hours. Western Truck School offers this program as a day program. Training is post-secondary education designed for adults to achieve a higher level of necessary skill sets and qualifications when making application for gainful employment and/or seeking advancement as a professional commercial driver. Overall, this program provides more depth and breadth than the 160 and 360 clock hour programs in the comprehensiveness of the curriculum as well as in the extensive practical training aspects of the program that additionally include a 200 clock hour externship. Therefore, the curriculum consists of 97 clock hours of classroom instruction sometimes integrated with yard/field instruction and 423 clock hours of extensive and advanced practical experience.

Students in the 640 clock hour **Commercial Vehicle Program (CVDA)**, considered a master or highest level training offered by WTS, initially attend 40 clock hours of mostly classroom training covering such Commercial Driver License (CDL) Handbook Rules & Regulation topic areas as logbooks/hours of service, pre-trip inspections, coupling/uncoupling, combinations, air brakes, DOT safety, defensive driving, health/wellness, job search techniques and other rules and regulations related to the aforementioned topic areas. Students are taken into the yard area occasionally for better understanding of the classroom instruction. At the end of the first 40 clock hours of training, students must go to the Department of Motor Vehicles (DMV) Commercial office and successfully pass the CDL Class "A" Learner's Permit test. Students must have obtained a valid CDL Class A Permit and successfully pass the required drug screen prior to engaging in any operational activities with a truck. Additionally, a WTS instructor must be present at all times students are operating WTS equipment.

The next 120 clock hours of the program include initial practice with pre-trip inspection/coupling, shifting, braking, turning, backing, docking and parking skills sets in the yard; and a combination of driving practice on a range area, as well as on city, highway, and freeways once yard skills have been achieved at an acceptable level. After completion of 160 clock hours of the program, students are taken to the CA Department of Motor Vehicles (DMV) for the Class "A" Commercial Drive License (CDL) knowledge/skills and driving test. If an Endorsement(s) has been identified on the Permit, the student would also be given the opportunity to take a written test on that Endorsement(s) at that time. Note, only the School can make a student's appointment for testing since the School must schedule an instructor and make available the appropriate equipment for any DMV test. Further, DMV appointments can only be made after a student has obtained a Class A Driver Permit. Therefore, DMV appointment times are dependent on the timeliness of obtaining a Permit as well as on the availability of appointment times as set by the DMV.

The latter 480 clock hours of the 640 clock hour program include 57 clock hours of more advanced classroom instruction and 423 clock hours of advanced yard/field training.

The 57 clock hours of advanced classroom instruction include:

- The nature of the trucking industry and DOT Safety Rules/Regulations;
- Circumstances and procedures impacting traffic stops/infractions (CHP policies);
- An introduction to general business management/issues for commercial drivers and owner-operators;
- Enhancement of driver knowledge of health and wellness issues/maintenance including the impact of alcohol and drug use while driving;
- Advancements in technology impacting truck drivers;
- Comprehensive understanding of emergency issues/situations that include First Aid/CPR training;
- Driving under a variety of climate/weather conditions; and
- Driving over a variety of terrains.

The 423 clock hours of advanced yard/field components include trainings that support all classroom instruction and consist of:

- Pro-active skill sets designed to further operational effectiveness of vehicles related to general equipment maintenance and repair;
- Enhancing skill sets related to safe and defensive driving;
- Experience with all terrain driving skills/techniques;
- Specific skill sets to better understand/react to emergency activities/situations including weather issues and appropriate procedures

- related to accidents and accident reporting;
- Enhanced practice focused on issues surround railroad crossings/regulations; and
- Additional practice with a wide variety of parking circumstances and regulations.

The curriculum also includes a variety of value-added certifications that include:

- CPR Certification (voluntary);
- First Aid Certification;
- Fork Lift Certification; and
- The WTS Safety Certificate.

Students who successfully complete the 640 clock hour program enter the job market as highly qualified entry-level commercial drivers prepared for a wide variety of jobs within the industry as well as prepared for non-supervised driving positions over the road. Graduates of the program additionally can claim other value-added training such as CPR Certification, Safety Course Certification and Forklift Certification that should further enhance their opportunities for employment. For more information on class schedules, please see schedule charts on pages 41-42.

“COMMERCIAL VEHICLE DRIVER PROGRAM” OUTLINE (CVDA)
(640 Clock Hours: 16 Week Program)

SCOPE & SEQUENCE OF PROGRAM	CLOCK HOURS
CLASSROOM/LECTURE	
Orientation	3.0
CDL Training	15.0
DOT/Log Hours of Service	7.0
Air Brake System	5.0
Health & Wellness	5.0
Safety Procedures	5.0
TOTAL CLASSROOM/LECTURE:	40.0
YARD/FIELD	
Vehicle Inspection:	
• Around Truck	50.0
• In Cab	20.0
• Brake Adjustment	10.0
• Tire/Tread ICD	6.0
• Motor Components	14.0
Backing:	
• Straight Line Backing	25.0
• Offset 90 Degrees	25.0
• Skilled Backing Maneuvers	50.0
Coupling/Uncoupling:	
• Semi	30.0
Shifting:	
• Double Clutching	44.0
• Up Shifting	22.0
• Down Shifting	22.0
Basic Control:	
• Turns (L/R)	16.4
• Mirrors	16.4
• Lane Position	16.4
• Brakes	16.4
• Scanning for Hazards	16.4
TOTAL FIELD HOURS:	400.0
TOTAL LECTURE/FIELD HOURS:	440.0
EXTERNSHIP HOURS:	200.0
TOTAL PROGRAM HOURS:	640.0

In January of 1999, a law was enacted that requires truck-driving schools to register their students in a random drug testing pool. If a student is selected in the random pool, they must be escorted to the testing facility. **TWO** DMV drive tests are included in the program tuition.

Students must pay for additional DMV drive test fees for third and subsequent attempts. The Admission's Department can provide further information on the rates and testing schedules.

40 CLOCK HOUR: "CLASS A OR B TRUCK DRIVER REFRESHER"& CONTINUING EDUCATION TRAINING (CDLAR)(CDLBR)
(These trainings are BPPE approved for all campuses; however these trainings are offered at the West Sacramento campus as "Continuing Education" training with secondary educational objectives that are subset/supplementary trainings of the ACCSC approved Class A Commercial Driver Program) (Revised 8/2016)

These trainings are offered as *one (1) week trainings* consisting of 40 clock hours each on a first-come, first-served basis. This training is only offered to individuals with prior tractor/trailer experience., and the hours of training are determined at the time of enrollment. Training is post-secondary education designed for adults to achieve the necessary skills needed to receive gainful employment in the trucking industry as a commercial driver. Conventional tractors and trailers are used for Class "A" training. Appropriate Class "B" equipment will also be determined at the time of enrollment, dependent upon the license being sought (e.g., Class "B" restricted/unrestricted/rated 26,000 lbs or above). All equipment complies with Federal, State and Local regulations. Training is post-secondary education designed for adults to achieve a higher level of necessary skill sets and qualifications when making application for gainful employment and/or seeking advancement as a professional commercial driver. **Note:** Before training can start, the student must have a valid CDL driver license, or a valid California Class "A" or "B" Learner's Permit and have completed the required drug screen as well.

Students attend 40 clock hours of classroom/yard/over-the-road training covering topics areas that include the Commercial Driver License (CDL) Handbook Rules & Regulations, logbooks/hours of service, pre-trip inspections, coupling/uncoupling (Class A), combinations, brakes (Class "A", and/or Class "B" rated at 26,000 lbs. or above), DOT safety, defensive driving, health/wellness, placement support, and other rules and regulations related to the aforementioned topic areas. The majority of training takes place in the yard and on roadways. If the Refresher/continuing education training is in preparation for retaking the Department of Motor Vehicles (DMV) test for a professional license, if that is the goal of the student or the purpose of the training, only the School can make a student's appointment for testing since the School must schedule an instructor and make available the appropriate equipment for any DMV test. Accordingly, general knowledge acquisition and required skill sets practice are covered throughout the field training.

CLASS "A" OR "B" TRUCK DRIVER REFRESHER" & CONTINUING EDUCATION TRAINING OUTLINE (CDLAR) (CDLBR)
(40 Clock Hours)

<i>SCOPE & SEQUENCE OF PROGRAMS</i>	<i>CLOCK HOURS</i>
CLASSROOM/LECTURE	
Orientation	0.0
CDL Training	0.0
DOT/Log Hours of Service	0.0
Air Brake System	0.0
Safety Procedures	0.0
TOTAL CLASSROOM/LECTURE:	0.0
YARD/FIELD	
Vehicle Inspection:	
• Outside & Engine Area	1.0
• Inside Area	1.0
• Air Brake Test	0.5
• Brake Adjustment	0.5
Backing Skills:	
• Measured Stop & Right Turn	2.0
• Straight Line Backing	3.0
• Offset L/R Backing	3.0
• Parallel Park	3.0
Coupling/Uncoupling:	
• Semi	1.0
Shifting:	
• Double Clutching	1.0
• Up Shifting	2.0
• Down Shifting	2.0
Driving Control:	
• Turns (L/R)	5.0
• Lane Position	5.0
• Scanning for Hazards	5.0
• Lane Changes	3.0
• Mirror Usage	2.0
TOTAL FIELD HOURS:	40.0

TOTAL PROGRAM HOURS:	40.0
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In January of 1999, a law was enacted that requires truck-driving schools to register their students in a random drug testing pool. If a student is selected in the random pool, they must be escorted to the testing facility. **TWO** DMV drive tests are included in the program tuition. Students must pay for additional DMV drive test fees for third and subsequent attempts. The Admission's Department can provide further information on the rates and testing schedules

40 CLOCK HOUR: "CLASS B TRUCK OPERATOR" & CONTINUING EDUCATION TRAINING (CDLB) (Revised 8/2016)
(This program is BPPE approved for all campuses; however, this training is offered at the West Sacramento campus as "Continuing Education" training with secondary educational objectives that are subset/supplementary trainings of the ACCSC approved Class A Commercial Driver Program.)

The training is offered as a *one (1) week training* consisting of 40 clock hours on a first-come, first-served basis and offered year round. Appropriate Class "B" equipment will be determined at the time of enrollment, dependent upon the license being sought (e.g., Class "B" restricted/unrestricted/rated 26,000 lbs. or more, etc.). Training is post-secondary education designed for adults to achieve the necessary skills needed to receive gainful employment in the trucking industry as a commercial driver. **Note:** Before training can start, the student must have obtained an appropriate and valid California Class "B" Learner's Permit (e.g., Class "B" restricted or unrestricted) and have completed the required drug screen as well. Students attend 40 clock hours of classroom/yard/over-the-road training covering topics areas that include Commercial Driver License (CDL) Handbook Rules & Regulations, logbooks/hours of service, pre-trip inspections, combinations, air brakes, DOT safety, defensive driving, health/wellness, placement support, and other rules and regulations related to the aforementioned topic areas. The majority of training takes place in the yard and on roadways.

REQUIREMENT: After completion of the training, students are taken to the Department of Motor Vehicles (DMV) for the Class "B" Commercial Driver's License (CDL) knowledge/skills and driving test. Note, only the School can make a student's appointment for testing since the School must schedule an instructor and make available the appropriate equipment for any DMV test.

"CLASS "B" TRUCK OPERATOR" & CONTINUING EDUCATION TRAINING OUTLINE (CDLB)
(40 Clock Hours: 1 Week Program)

SCOPE & SEQUENCE OF PROGRAM	CLOCK HOURS
CLASSROOM/LECTURE	
Orientation	0.0
CDL Training	0.0
DOT/Log Hours of Service	0.0
Air Brake System	0.0
Safety Procedures	0.0
TOTAL CLASSROOM/LECTURE:	0.0
YARD/FIELD	
Vehicle Inspection:	
• Outside & Engine Area	2.0
• Inside Area	1.0
• Air Brake Test	1.5
• Brake Adjustment	0.5
Backing Skills:	
• Measured Stop & Right Turn	2.0
• Straight Line Backing	3.0
• Offset L/R Backing	3.0
• Parallel Park	3.0
Shifting:	
• Double Clutching	2.0
• Up Shifting	2.0
• Down Shifting	2.0
Driving Control:	
• Turns (L/R)	5.0
• Lane Position	5.0
• Scanning for Hazards	4.0
• Lane Changes	2.0
• Mirror Usage	2.0
TOTAL FIELD HOURS:	40.0

TOTAL PROGRAM HOURS:	40.0
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In January of 1999, a law was enacted that requires truck-driving schools to register their students in a random drug testing pool. If a student is selected in the random pool, they must be escorted to the testing facility. **TWO** DMV drive tests are included in the program tuition. Students must pay for additional DMV drive test fees for third and subsequent attempts. The Admission's Department can provide further information on the rates and testing schedules.

40 CLOCK HOUR: "CLASS P BUS OPERATOR" & CONTINUING EDUCATION PASSENGER ENDORSEMENT TRAINING (CDP)

(This program is BPPE approved for all campuses; however, this training is offered at the West Sacramento campus as "Continuing Education" training with secondary educational objectives that are subset/supplementary trainings of the ACCSC approved Class A Commercial Driver Program) (Revised 8/2016)

This program is a *one (1) week, 40 clock hour program* offered year round—first-come, first-served basis. The School's passenger bus used for training, complies with Federal, State and Local regulations. Training is post-secondary education designed for adults to achieve the necessary skill sets and qualifications when making application for gainful employment and/or seeking advancement as a professional commercial bus driver. **Note: Before training can start, the student must have obtained a valid California Class "P" Learner's Permit (i.e., CDL Permit with the "P" Endorsement) and have completed the required drug screen as well.**

Training consists of pre-trip/post-trip inspection in the yard (e.g., stationery observation and in/around the passenger bus training) as well as initial driver training in a passenger bus focused on becoming acquainted with the controls and operating the automatic passenger bus. Driving skills are practiced that include door controls, turning, stopping, loading/unloading, braking, parking, driver/passenger safety, emergency protocols and general familiarity with the vehicle. Student drivers hone their driving skills in the yard, and on a variety of roadways such as city streets, highways, and freeways. All training is delivered with a strong emphasis on defensive and safe driving.

After completion of the 40 clock hour Bus Operator program, students are taken to the Department of Motor Vehicles (DMV) for the **Passenger Bus Operator's** skills and driving test for the "P" Endorsement (i.e., unless the "P" Endorsement is to be achieved/combined with either Class "B" or Class A CDL test as well). Western Truck School offers day, evening, and weekend classes for the Passenger program. **REQUIREMENT:** Only the School can make a student's appointment for testing since the School must schedule an instructor and make available the appropriate equipment for any DMV test.

***"CLASS P BUS OPERATOR" "P" ENDORSEMENT & CONTINUING EDUCATION TRAINING OUTLINE (CDP)
(40 Clock Hours)***

SCOPE & SEQUENCE OF PROGRAM	CLOCK HOURS
CLASSROOM/LECTURE	
Orientation	0.0
CDL Training	0.0
DOT/Log Hours of Service	0.0
Air Brake System	0.0
Safety Procedures	0.0
TOTAL CLASSROOM/LECTURE:	0.0
YARD/FIELD	
Vehicle Inspection (BUS):	
• Outside & Engine Area	2.0
• Inside Area	1.5
• Air Brake Test	1.0
• Brake Adjustment	0.5
Backing Skills:	
• Measured Stop & Right Turn	3.0
• Straight Line Backing	4.0
• Offset Left Backing	4.0
• Parallel Park	4.0
Driving Control:	
• Turns (L/R)	5.0
• Lane Position	5.0
• Scanning for Hazards	5.0
• Lane Changes	3.0
• Mirror Usage	2.0
TOTAL FIELD HOURS:	40.0

TOTAL PROGRAM HOURS:	40.0
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In January of 1999, a law was enacted that requires truck-driving schools to register their students in a random drug testing pool. If a student is selected in the random pool, they must be escorted to the testing facility. **TWO** DMV drive tests are included in the program tuition. Students must pay for additional DMV drive test fees for third and subsequent attempts. The Admission's Department can provide further information on the rates and testing schedules.

180 CLOCK HOUR: "CLASS A/P PROGRAM" (COMBINED CLASS A PROGRAM & PASSENGER ENDORSEMENT) (CDLAP)

(Revised 8/2016)

(The "P" Endorsement training is offered at the West Sacramento campus as "Continuing Education" training with secondary educational objectives that are subset/supplementary to the ACCSC approved Class A Commercial Driver Program. For West Sacramento students, see Admissions representative for more information on combining continuing education training components with the ACCSC approved Class A Commercial Driver Program)

The program is a 4 ½ Week Day Program, a 6 ½ Week Night Program, or a 9 Week Weekend Program. It is comprised of two components: The 160 clock hour **Class "A" Commercial Driver Program** described above coupled with a 20 clock hour **Class "P" Commercial Passenger Bus Driver (P) Endorsement Training** component (when available). Field and classroom training for both programs total 180 clock hours. Conventional tractors, trailers and passenger vehicles are used for training, and all equipment fully complies with Federal, State and Local regulations. Training is post-secondary education designed for adults to achieve the necessary skills needed for gainful employment as **Class "A" commercial drivers with a Passenger Bus Driver Endorsement (P)**.

Class A Component: Class "A" Commercial Driver (CDP):

This program is a 4-Week Day Program, a 6-Week Night Program or an 8-Week Weekend Program. Field and classroom training total 160 clock hours. Western Truck School offers day, evening, and weekend classes. Conventional tractors and trailers are used for training, and all equipment fully complies with Federal, State and Local regulations. Training is post-secondary education designed for adults to achieve the necessary skills needed for gainful employment as a commercial driver.

Scope & Sequence of Program:

Initially, students attend 40 clock hours of mostly classroom training covering such Commercial Driver License (CDL) Handbook Rules & Regulation topic areas such as logbooks/hours of service, pre-trip inspections, coupling/uncoupling, combinations, air brakes, DOT safety, defensive driving, health/wellness, job search techniques and other rules and regulations related to the aforementioned topic areas. Students are taken into the yard area occasionally for better understanding of the classroom instruction. At the end of the first 40 clock hours of training, students must go to the Department of Motor Vehicles (DMV) Commercial office and successfully pass the CDL Class "A" Driver's Permit test. **REQUIREMENT: Students must have obtained a CDL Class A Permit and successfully pass the required drug screen prior to engaging in any operational activities with a truck. Additionally, a WTS instructor must be present at all times students are operating WTS equipment.**

After obtaining a Class "A" Learner's Permit, the student begins the field training portion of the program that is both stationary observation/practice around the truck, and behind-the-wheel operation comprising the next 120 clock hours of the 160 clock hour program (i.e., the next three weeks of the four week program). Field training includes yard, range and over-the-road training. Focus areas include initial practice with pre-trip inspection/coupling, shifting, braking, turning, backing, docking and parking skills sets in the yard; and a combination of driving practice on a range area, as well as on city, highway, and freeways once yard skills have been achieved at an acceptable level.

The practical components of the program help the student driver enhance competency levels related to classroom instruction and yard skills, especially as related to skills sets focused on safe and defensive driving. Accordingly, general knowledge acquisition and required skill sets practice are extensively covered throughout the field training in preparation for taking the DMV test for a Class "A" license. The training also includes assigned homework on a regular basis, and a field trip to the Department of Motor Vehicles (DMV) Commercial testing site.

After completion of the 160 clock hour program, students are taken to the CA Department of Motor Vehicles (DMV) for the Class "A" Commercial Drive License (CDL) knowledge/skills and driving test. If an Endorsement(s) has been identified on the Permit, the student would also be given the opportunity to take a written test on that Endorsement(s) at that time. Note, only the School can make a student's appointment for testing since the School must schedule an instructor and make available the appropriate equipment for any DMV test. Further, DMV appointments can only be made after a student has obtained a Class A Driver Permit. Therefore, DMV appointment times are dependent on the timeliness of obtaining a Permit as well as on the availability of appointment times as set by the DMV. For more information on DMV appointment times, please see the campus Training Coordinator and/or Lead Instructor.

Class “P” Passenger Endorsement Component (P):

The BUS OPERATOR TRAINING hours consist of pre-trip/post-trip inspection in the yard (e.g., stationery observation and in/around the passenger bus training) as well as initial driver training in a passenger bus focused on becoming acquainted with the controls and operating the automatic passenger bus.

Driving skills are practiced that include door controls, turning, stopping, loading/unloading, braking, parking, driver/passenger safety, emergency protocols and general familiarity with the vehicle. Student drivers hone their driving skills in the yard, and on a variety of roadways such as city streets, highways, and freeways. All training is delivered with a strong emphasis on defensive and safe driving.

After completion of the 20 clock hour Bus Operator portion of the program, students are taken to the Department of Motor Vehicles (DMV) for the Bus Operator skills and driving test for the “P” Endorsement. Western Truck School offers day, evening, and weekend classes. The Admission’s Department can provide further information on the rates and testing schedules.

CLASS A/P COMMERCIAL DRIVER & PASSENGER ENDORSEMENT COMBINED PROGRAM OUTLINE (CDLAP)
(180 Clock Hours)

SCOPE & SEQUENCE OF PROGRAM	CLOCK HOURS
CLASSROOM/LECTURE	
Orientation	3.0
CDL Training	15.0
DOT/Log Hours of Service	10.0
Air Brake System	5.0
Safety Procedures	7.0
TOTAL CLASSROOM/LECTURE:	40.0
YARD/FIELD	
Vehicle Inspection:	
• Around Truck	10.0
• Around Bus	10.0
• Brake Adjustment	10.0
Backing:	
• Straight Line	10.0
• Offset 90 Degrees	10.0
• Skilled Backing Maneuvers	10.0
Coupling/Uncoupling:	
• Semi	10.0
Shifting:	
• Double Clutching	10.0
• Up Shifting	10.0
• Down Shifting	10.0
Basic Control:	
• Turns	8.0
• Mirrors	8.0
• Lane Position	8.0
• Brakes	8.0
• Scanning for Hazards	8.0
TOTAL FIELD HOURS:	140.0
TOTAL PROGRAM HOURS:	180.0

In January of 1999, a law was enacted that requires truck-driving schools to register their students in a random drug testing pool. If a student is selected in the random pool, they must be escorted to the testing facility. **TWO** DMV drive tests are included in the program tuition. Students must pay for additional DMV drive test fees for third and subsequent attempts. See Admissions for training schedules.

WTS 4 CLOCK HOUR “FORKLIFT CERTIFICATION COURSE” (FLC) (Revised 8/2016)

(This course is BPPE approved for all campuses; however, this course is offered at the West Sacramento campus as “Continuing Education” training with secondary educational objectives that are subset/supplementary trainings of the ACCSC approved Class A Commercial Driver Program)

The course provides four (4) hours of training in safety and forklift history and is offered year round. Training equipment is a CAT counter-lever forklift capable of lifting 4,000 lbs. Training is post-secondary education designed for adults to achieve a level of necessary skill sets and qualifications when making application for gainful employment and/or seeking advancement as a certified forklift operator. The training

is based upon OSHA rules and regulations for forklift certification. The training is a combination of classroom instruction, stationary observation, the pre-trip/post-trip inspections, practical experience mounting and driving the vehicle, operation of the vehicle through a driving course, practical experience lifting and placing pallets securely, and a final test for course completion and certification. The certification is valid for three years

FORKLIFT CERTIFICATION COURSE (FLC)
(4 CLOCK HOURS: MORNING OR AFTERNOON)

<i>SCOPE & SEQUENCE OF COURSE</i>	<i>CLOCK HOURS</i>
CLASSROOM/LECTURE	
Orientation	1.0
Safety Procedures	.50
Video Presentation	.50
TOTAL CLASSROOM	2.0
YARD/FIELD	
Vehicle Inspection:	
• Around the Vehicle	.25
• In Forklift	.25
• Operation	.25
Loading/Unloading	
• Straight Line Backing	.25
• Loading	.50
• Unloading	.50
SUBTOTAL YARD/FIELD	2.0
TOTAL PROGRAM HOURS:	4.0

This Training provides four hours of training in safety and forklift history, along with an introduction to the management and operation of an industrial forklift. Included in this program is a combination of classroom and field training in skills necessary to pass the OSHA requirements for a three-year forklift operator certification, and OSHA approved safety training. With successful completion of the training, the student will have the basic skills to be a forklift operator. Contact Admissions for training schedules.

WTS 4 CLOCK HOUR: “SAFETY CERTIFICATION TRAINING” (SCT) *(Revised 8/2016)*

(This Certification training consists of components of the BPPE and ACCSC approved Class A Commercial Driver Program and is offered as “Continuing Education” training at all campuses)

This specialized “Certification” training was developed at the request of employers to ensure their drivers meet California and DOT Safety standards for continued employment. In certain cases, this is a mandated requirement by insurers and/or subcontractors. The 4 clock hour training is offered on a first come/first serve basis. Appropriate training equipment can be provided by WTS or a WTS instructor can train individuals using an employer’s vehicles.

The training consists of evaluating appropriately licensed commercial drivers on a series of skill sets that include pre-post trip knowledge/skills, and basic safety/defensive driving skills in the yard and over-the-road. Evaluations are based upon the scoring rubric used for all WTS training (see Satisfactory Academic Progress/Grading sections in Catalog). Individuals who successfully complete the Safety review/evaluation process, are awarded a WTS Certificate. Contact Admissions for training schedules.

Note, Safety Certification training can be structured according to employer needs as continuing education training (e.g., subcontractor, insurance or individual agency/employer needs). Safety Certification is based upon the CA CDL Handbook Rules & Regulations and DOT Safety Standards that comprise integral components of all WTS approved programming (i.e., either new constructions of approved programming or culling out various components of approved programming).

SAFETY CERTIFICATION EVALUATION OUTLINE

<i>SCOPE & SEQUENCE OF EVALUATION</i>
<i>Pre & Post Trip</i>
• Log book procedures
• Cab controls and gauges/appropriate pressures
• Mirror procedures
• Power train components

• Brake systems/components/adjustment
• Relevant engines and components
• Steering components
• Wheels and tire procedures
• Identify maintenance procedures
<i>Safe Driving/Defensive Driving Techniques</i>
• Identify safe driving techniques
• Identify load regulations.
• Identify low clearances
• Identify driving hazards
• Identify proper RR crossing procedures
• Identify proper emergency stopping
• Identify proper emergency parking
• Identify hazardous situations
• Identify RR crossing procedures
• Identify appropriate interaction with policing authorities.
<i>Practical Applications</i>
• Demonstrate proper shifting/clutching procedures
• Demonstrate proper gear usage and recovery
• Demonstrate proper use of mirrors
• Demonstrate proper use of turn signals
• Demonstrate proper procedures for straight backing
• Demonstrate proper procedures for 45 degree back-sight side
• Demonstrate proper procedures for 90 degree back-sight side
• Demonstrate proper procedures for 45 degree back blind-side
• Demonstrate proper procedures for parallel parking
• Demonstrate proper speed control
• Demonstrate proper passing procedures
• Demonstrate proper procedure at traffic lights & signals
• Demonstrate proper braking procedures
• Demonstrate proper procedure at approaching intersections
• Demonstrate proper procedures at RR crossings.
• Demonstrate proper procedure entering or exiting highways/freeways
• Demonstrate defensive driving techniques/skills
• Demonstrate safe driving habits overall
• Demonstrate proper emergency stopping
• Demonstrate proper emergency parking

WTS 4 CLOCK HOUR “ADDITIONAL TRAINING” (AT) (Revised 8/2016)

(This training consists of components of the BPPE and ACCSC approved Class A Commercial Driver Program and is offered as “Continuing Education” training at all campuses)

This 4 clock hour training provides individuals with options for honing their yard and/or over-the-road skills for a variety of reasons: general enhancement of skills, preparation for a commercial driver examination or for taking a commercial driver examination, evaluation required by a future or current employer, and so forth. Individuals must hold an appropriate Permit and/or commercial license to engage in this training option. The number of hours and types of deficient skill sets an individual may be seeking to enhance are dependent upon an individual’s preference and/or an evaluation by a WTS instructor. Individuals seeking additional training on equipment not available at WTS and that must be rented/leased by WTS, those costs will be the responsibility of the individual or entity seeking such equipment for training. Note, WTS is only responsible for 4 clock hours of training if an individual uses this option for going to the DMV for testing and is not successful in passing any part of their examination (i.e., such individuals must contract additional hours for additional training/going to DMV, etc.—see “Other Additional Training” below). Contact Admissions for training schedules.

WTS “ADDITIONAL TRAINING BY THE HOUR” (ATH) (Revised 8/2016)

(This training consists of components of the BPPE and ACCSC approved Class A Commercial Driver Program and is offered as “Continuing Education” training at all campuses)

This is a by-the-hour training option for individuals holding an appropriate Permit or commercial license. The minimum number of hours an individual may contract additional hours is two clock hours. The maximum number of hours an individual may seek additional training is 20 clock hours. This training provides individuals with options for honing their yard and/or over-the-road skills for a variety of reasons: general enhancement of skills, preparation for a DMV examination, evaluation required by a future or current employer, and so forth. The number of hours and types of deficient skill sets an individual may be seeking to enhance are dependent upon an individual's preference and/or an

evaluation by a WTS instructor. Individuals seeking additional training on equipment not available at WTS and that must be rented/leased by WTS, those costs will be the responsibility of the individual or entity seeking such equipment for training. Contact Admissions for Schedules.

WTS LIBRARY RESOURCE CENTERS (LRCs)

(Revised 8/2016)

WTS maintains a number of reference books and other pertinent publications for use of students and faculty. *Reference materials are housed at each campus location.* In addition, the school provides students and faculty with access and instruction to online reference materials such as Federal and State rules and regulations of the truck driving industry, DMV practice tests and web-based tutorials related to job preparation and job seeking. Students have access to computers with Internet access. Additional access to learning material can be coordinated through the student services office. Alumni not currently attending classroom sessions may contact the student services department for scheduling access to the school's library and resource materials. The LRC is open at all times the School is open. *(Revised 7/2017)*

WTS CAMPUS LOCATIONS

(Revised 8/2016)

Western Truck School campuses are located in industrial areas and are listed in the back of this catalog. All campuses are comprised of classroom facilities, administrative offices, library and resource center and yard space for field training and reflect facilities similar to commercially-operated truck terminals.

Western Truck School's campuses and the equipment utilized is compliant with Federal, State and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

All campus classrooms are designed to accommodate instruction for up to 20 students at a time, although most class sizes are from 4 to 8 students.

Classes may be held in any or all of the following locations:

- Main Campus: 3990 Industrial Blvd., West Sacramento, CA 95691
- Bakersfield Campus: 5800 State Road, #7, Bakersfield, CA 93308
- San Diego/Spring Valley Campus: 11902 Campo Road, Spring Valley, CA 91978

West Sacramento: *(Revised 8/2016)*

The main campus is at 3990 Industrial Blvd, West Sacramento, CA 95691—across the Sacramento River from downtown Sacramento. The West Sacramento campus building has approximately 5,000 square feet of space that includes a large reception area, administrative offices, a classroom training area, a library resource center (LRC), break rooms, restrooms, and also has ample off-street parking. The LRC contains three computer stations with Internet access and a video monitor to playback a wide variety of training and trucking industry videos. Book shelves contain standard frames of reference, regulatory manuals, truck driver publications, carrier publications, study guides and a wide variety of relevant videos that cover all curricular areas. The yard/practical training area, the West Sacramento Satellite Campus, is located one mile from the main campus, just across the I-80 freeway. Therefore, there is easy/quick access to the yard from the main campus building. The yard covers almost two acres with ample room for equipment storage and for practicing initial skill sets that include coupling/uncoupling, pre-trip /post-trip inspections, initial behind the wheel driving and parking skills and later for enhancement of such skills prior to DMV testing.

Bakersfield: *((Revised 8/2016)*

The Bakersfield campus consists of two buildings, an open and covered picnic area and a large skills area for range practice. The first building contains office space and 400 square feet of classroom space. The second building is over 800 square feet and holds a front office, admissions office, student services office and instructors' office and a centralized library. The yard/training area provides ample room for student learning/practicing initial skill sets that include coupling/uncoupling, pre-trip /post-trip inspections, initial behind the wheel driving and parking skills and later for enhancement of such skills prior to DMV testing.

San Diego/Spring Valley: *(Revised 8/2016)*

The San Diego or “Spring Valley” campus includes classroom, laboratory and office space of more than 4,000 square feet in a single building. The yard/training area is extensive and provides ample room for student learning/practicing initial skill sets that include coupling/uncoupling, pre-trip/post-trip inspections, initial behind the wheel driving and parking skills and later for enhancement of such skills prior to DMV testing.

All campuses are located along major freeways on local surface streets and highways. Local bus lines are also available within close proximity to each Campus location. Ample parking for staff/student vehicles is available at all locations.

WTS CLASS SIZE & STUDENT TO INSTRUCTOR RATIOS

(Revised 8/2016)

The typical class size at all Western Truck School locations is anywhere from 3 to 12 students with the average class size being four students. Instruction in the yard or on roadways is obviously very different from classroom instruction since student drivers will be operating heavy equipment and could present a danger to themselves as well as to others during the trainings. Therefore, the optimal ratio for students operating vehicles in the yard is four students to one instructor (4:1), and the maximum student to instructor ratio in a cab is four students to one instructor (4:1).

Maximum Instructor to Student Ratios

PROGRAMS	STUDENTS	INSTRUCTOR
160/180 Clock Hour Programs Classroom Instruction	20	1
160/180 Clock Hour Programs Yard Skills Training per Truck	4	1
160/180 Clock Hour Programss Per Over-the-Road Training per Truck	4	1
40 Clock Hour Specials/Refreshers per Truck	2	1
Forklift per Class	4	1

Minimum/Maximum Class Sizes Are Dependent Upon Programs

PROGRAM CLASS SIZES	MINIMUM	MAXIMUM
160/180 Clock Hour Programs	3	4 per Truck
40 Clock Hour Specials/Refreshers	1	2 per Truck
Forklift	2	4 per Class

More sections of any class would result in the addition of another instructor to maintain the instructor to student ratio policy. Student learning in the classroom setting may include more than one cohort of students for one instructor. Student learning in the field takes place primarily with a single instructor per cohort (i.e., a cohort includes a number of students who start and end the same program at the same time).

WTS INSTRUCTION

{Ed Code §94909 (a) (7)} *(Revised 8/2016)*

Instructor Minimum Qualifications:

1. Instructors must possess a minimum of three years of related practical work experience in the subject area(s) taught.
2. Instructors must meet minimum requirements of health, licensing, and driving records.
3. Instructors must possess a current Class A license, a current medical card, and have an acceptable driving record.
4. Instructors are required to submit to a NIDA 5-Panel drug test.
5. Instructors must complete a 40-hour training course administered by Western Truck School.
6. Instructors must participate in professional development activities annually.
7. Instructors must be evaluated routinely for appropriateness, abilities and ongoing professional development.

Instructional Staff per Campus:

WEST SACRAMENTO (WS)

Name	Position
Eddie Jones	Lead Instructor
Carmelo Graziano	Instructor CVTA Master Instructor
Tom Stevens	Instructor

BAKERSFIELD (BK)

<i>Name</i>	<i>Position</i>
Rex Childers	Training Coordinator/CVTA Master Instructor
Brad Bell	Instructor
Jeffrey Garner	Instructor
Steve Hanson	Instructor
John Kelly	Instructor

SPRING VALLEY/SAN DIEGO (SD)

<i>Name</i>	<i>Position</i>
Vincent (Vinnie) Buchanan	CVTA Senior Master Instructor
Nancy Bennett	Instructor
Jim "Jim" Brady	CVTA Master Instructor
Jesus " Al" Hernandez	CVTA Master Instructor
Rob Miller	Instructor
Bryan Ortiz	Instructor
Ron Tobin	Lead Instructor/CVTA Senior Master Instructor

WTS EQUIPMENT

(Revised 8/2016)

Western Truck School students are trained on two and three axle conventional tractors and 28 to 48 foot trailers. Western Truck School currently has seven tractors, numerous trailer stock, forklifts, and two 28' passenger buses. Rolling stock is subject to exchange with other Western Truck School facilities at any time. Students are required to conduct an on-site visitation of the training location prior to enrollment. Equipment utilized at all campuses is of similar make and model year 2007-2012 tractors and are consistent with equipment in use throughout the trucking industry. An example of the equipment utilized at all WTS campuses is as follows:

WEST SACRAMENTO				BAKERSFIELD				SPRING VALLEY/SAN DIEGO COUNTY			
F-1	Freightliner	2012	TRK	F-2	Freightliner	2012	TRK	F-3	Freightliner	2012	TRK
V-1	Volvo	2013	TRK	V-2	Volvo	2013	TRK	V-3	Volvo	2013	TRK
SB-3-28`	Whiting	1995	TRLR	DV-41 28`	Brown	1965	TRLR	DV-16-27`	Pike	1972	TRLR
NG-1/DVL-109	Strickland	1984	TRLR	SB-4	Steihn	1978	TRLR	SB-1 28`	Stroughton	1995	TRLR
DVL-103-48`	Strickland	1984	TRLR	DLV102 48`	Strick	1984	TRLR	DV-64 28`	Trailmobile	1984	TRLR
DLV-100 48`	Strick	1984	TRLR					FB-8 27`	Utility	1967	TRLR
FB-12-28`	Pullman	1953	TRLR					FB-14-27`	Utility	1965	TRLR
DV-37-28`	Hobbs		TRLR					DLV-101 48`	Strick	1983	TRLR
								DLV-104 48`	Strick	1984	TRLR
								DV-16-27`	Pike	1972	TRLR

WTS ATTENDANCE POLICIES/REQUIREMENTS

{Ed Code §94909 (a) (8) (D)} (Revised 8/2016)

Attendance and punctuality is stressed all through the program as it is in the trucking industry. A student consistently coming to class late or failing to attend class on a daily basis will be advised. Excessive absences and/or tardiness will be cause for dismissal as it would in the trucking industry.

If a student's attendance during any week falls below 80%, continued enrollment is permitted only with the approval of the Director of Operations. At the midterm point, if a student's attendance falls below 50%, an automatic termination is affected. Students are permitted three excused absences; however, absent time must be made up prior to completion of training.

Attendance is considered in the evaluation of each student's performance when making recommendations to employers. Western Truck School provides students with the opportunity to make up course work missed due to excused absences. Arrangements may be made with the Training Coordinator, and must be approved by the Director of Operations.

Maximum Time Frame Policy (Maximum Timeframe in Which to Complete a Program): {5 CCR §71810 (b)} (Revised 8/2016)

Students must complete their program no later than 1.5 times the normal duration of their program (e.g., a 240 clock hour time limit for a 160 clock hour program). Students are not allowed to attempt more than 1.5 times, or 150%, of the number of clock hours in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe of the program.

VA beneficiary students should note that your beneficiary award is based on the start and end dates of your program as identified in your Enrollment Agreement. As a WTS student you may need extra time to finish your program; however, your beneficiary award related to your WTS program will end when the end date of your WTS program, as identified in your Enrollment Agreement, is reached. Your benefits will not extend, even you decide to extend your program to take advantage of the Maximum Time Frame Policy (Revised 8/2016)

Leave of Absence Policy (LOA): {Ed Code §94909 (a) (8) (E)} (Revised 8/2016)

In limited cases, a student may arrange to leave school temporarily, with the intention of resuming the program at a later date. The student must request the *Leave of Absence* (“LOA”) in writing. Generally, No more than one LOA may be granted for the same student in any twelve-(12) month period and a *Leave of Absence* is limited to a thirty (30) day period; however, under extreme circumstances such as medical reasons affecting the student or a member of a student’s immediate family, military service requirements, or jury duty, a student may be granted more than one LOA provided that the combined leaves of absence do not exceed 180 days within the 12-month period. If a student fails to return from the Leave of Absence, the student is considered to have withdrawn from the school as of the first day the LOA began and the school’s refund policy will be applied in accordance with applicable and published requirements.

WITHDRAWALS/TERMINATION (See Withdrawals/Termination Refund Policy Pages 34-35)

WTS SATISFACTORY ACADEMIC PROGRESS POLICIES

{5 CCR §71810 (B) (8)} (Revised 8/2016)

Grading Scale: (Revised 8/2016)

Grades of “A” (Excellent), “B” (Above Average), and “C” (Average) indicate passing (e.g., “C” and above). A grade of “D” (Unsatisfactory) and below is considered Unsatisfactory Progress or Failing. A grade of “I” (Incomplete) indicates need for additional course work. All missed coursework must be made up within seven days of the date the student was absent or prior to completion of training for students in their last seven days of their programs for students in the 160 or 180 clock hour programs, and within two days prior to program completion for student in a 40 clock hour program.

GRADING SCALE

GRADE LEVEL	PERFORMANCE DEFINITION
Excellent – A	90% - 100%
Above Average - B	80% - 89%
Average – C	70% - 79%
Unsatisfactory - D	60% - 69%
Fail – F	Below 59%
Incomplete - I	Not Complete

Grade Point Average: (Revised 8/2016)

Grade Point Average is the total percentage the student receives during a grading or assessment period. The chart below is a rubric used to assess a Grade Point Average (GPA). Therefore, if during one grading period all of the student’s daily grading percentages totaled between 90% and 100%, then those percentages would equal an “A” based on the rubric below and result in a 4.0 Grade Point Average (GPA).

GRADE POINT AVERAGE (GPA)

GRADE LEVEL	PERFORMANCE DEFINITION	GRADE POINT AVERAGE
Excellent – A	90% - 100%	4.0
Above Average - B	80% - 89%	3.0
Average – C	70% - 79%	2.0
Unsatisfactory - D	60% - 69%	1.0
Fail – F	Below 59%	0
Incomplete - I	Not Complete	0

Cumulative Grade Point Average: (Revised 8/2016)

Cumulative Grade Point Average (CGPA) is merely the total calculation of all the student's grades to date after the first assessment period. If the student achieved a 4.0 in week one and a 2.0 in week two, the Cumulative Grade Point Average would be the total points (6) divided by the number of weeks of assessment (2) (i.e., 6 divided by 2=3). Therefore, the result would be 3.0 and 3.0 would be the student's Cumulative Grade Point Average (CGPA) to date.

Satisfactory Progress Policy: (Revised 8/2016)

To be considered making acceptable progress, a student must achieve a grade point average (GPA) of 2.0 or higher by the end of the first 25% of the program. By midpoint (50%) of the program, a student must have achieved a CGPA of 2.0 or higher. Students who fall below the 2.0 CGPA standard, are subject the School's Probation Policy (see below). All students must achieve a CGPA of 2.0 or higher by graduation to be eligible to receive a diploma.

Student Assessment: (Revised 8/2016)

Assessment/Evaluation occurs daily and grades are posted weekly in student records. Assessments include tests/quizzes/exams and evaluation of skill sets. Students are advised daily of their progress and deficiencies in performance are identified for each student. In such cases, an instructor will provide commentary on such deficiencies on the student record and provide more focused training on identified deficiencies to enable a student to overcome such deficiencies. For students who continue to have significant problems with deficiencies, the instructor and Training Coordinator will post relevant comments on the student record as well as devise a plan with the student in an effort to overcome any deficiencies.

Probation Policies: {Ed Code §94909 (a) (8) (C)} (Revised 8/2016)

Probation may be assigned to a student that exhibits unprofessional conduct or fails to maintain satisfactory academic progress or attendance requirements. WTS reserves the right to ask any individual to leave at any time if the school feels that the person does not have the qualities of personal integrity to participate in a responsible way.

A student who fails to maintain satisfactory progress will be placed on Probation for a period of time dependent upon the program.

Programs	Probationary Period
160/180 Clock Hour Programs	1 Week
40 Clock Hour Specials/Refreshers	2 Days

Probation is designed to provide additional support for students who are having difficulties in their programs. The Probationary process informs the student on how best to improve performance in order to achieve satisfactory progress. A Probation Advisement Notification Form is a document that identifies a plan for a student placed on Probation to work toward achieving satisfactory progress and being removed from Probationary status. The Plan is developed collaboratively with the student and an instructor or Training Coordinator or appropriate staff person and is signed and dated by the student and the School's representative. After which, the Plan is implemented and the timeframe of the plan that identifies a time limit for the student to achieve satisfactory progress, begins (e.g., one week for 160/180/330/640 clock hour programs and two days for 40 hour programs). (Revised 8/2016)

Failure to achieve the required GPA by the end of the probation period will result in termination. Re-enrollment following such termination shall be at the discretion of the School.

Incomplete Policy: (Revised 8/2016)

Students must complete all course work within the scheduled grading period. Students with "Incomplete" will be given the opportunity to make-up course work as necessary. This must be done in addition to regular work. *Incompletes must be made up within seven days of the missed date(s) for the 160/180/330/640 clock hour programs or prior to the program completion date, and with two days of the 40 clock hour programs or prior to program completion date.*

Make Up Work Policy: (Revised 8/2016)

Students may make-up failed or missed course work with the permission of a school official. It is the student's responsibility to request make-up time, as well as to complete any assignments, exams or other work missed. Students may be allowed to attend an alternative schedule as long as the maximum time frame for completion has not been exceeded (See Maximum Time Frame Policy below). For example, a day-time student may be allowed to attend a night-time schedule and a night-time student may be allowed to attend a day-time schedule. Students requesting make-up time must first register a request with their assigned instructor or the Training Coordinator or Lead Instructor. *Incompletes must be made up within seven days of the missed date(s) for the 160/180/330/640 clock hour programs or prior to the*

program completion date, and with two days of the 40 clock hour programs or prior to program completion date.

Termination Policies: (Revised 8/2016)

The student may be terminated if any of the following conditions occur:

1. Violation of the Student Conduct Policy.
2. Unsatisfactory academic progress.
3. Failure to maintain satisfactory attendance.
4. If the student fails to complete the program within the maximum time frame.
5. If tuition payments fall into arrears, or if any financial obligations set by the school are not met or resolved by mutual consent.

Note: If a student is terminated, tuition, fees and any other charges will be refunded according to the refund policies on pages 34-35.

Graduation Policy: (Revised 8/2016)

Students enrolled in an appropriate training program and who have earned a grade of “Average” or “C” (2.0 GPA) or above, have maintained satisfactory progress and have met attendance requirements shall be eligible for graduation and will receive a “Diploma” (certificate of program completion). Students who have not completed all program requirements or who continue to have unresolved financial obligations with Western Truck school shall not be considered as having “completed” or “graduated” from their programs. Non-graduating students may request a copy of their official transcript once terminated from the program of study

WTS CAREER SERVICES/STUDENT SERVICES

{Ed Code §94909 (a) (13)} (Revised 8/2016)

The Career Services Department at Western Truck School provides support services that enhance the School’s training programs, allowing the School to fulfill its primary objective of training students to “qualify for entry-level positions in the trucking industry”. To accomplish this goal, once a student has enrolled, Student Services/Career Services leads the effort to provide information and direction on financial and placement processes, on actively tracking student progress, and by providing additional support for other identified student needs.

Instructional staff also provide student support since they have primary responsibility to properly support student’s through completion of their programs by monitoring student progress, taking effective steps to resolve academic/attendance issues in a timely manner and ensuring compliance with the School’s satisfactory academic progress policies and Rules and Regulations. Also of note, all administrative staff are encouraged to take personal interest in all students, and the School’s open door policy is reflective of that value.

Life skills, coping skills, development skills, budgeting and personal financial planning, and communication skills are integral components that are relayed through services provided and integrated within the trainings to prepare students to become dependable, skilled truck drivers and owner-operators in the transportation industry.

Graduate employment/placement assistance is also handled by the Career Services Representatives at each campus who have responsibility for identifying/networking with the employment community and related resources, and also participate in tracking student placement at the campus and corporate levels. Such personnel at the West Sacramento campus have additional responsibility to participate in the coordination of Program Advisory Committee meetings that provide invaluable support/feedback for all programming, training components, learning resources, services provided and for student graduation/placement data collection.

Career Services additionally provides support/direction for students with special needs through referrals to professional and/or community services as well as information related to housing, transportation, childcare, and other community resources. The School does not provide any professional services to student other than referral information. Lists of such services/agencies are available from student services personnel.

While the School does not offer child care services, it does offer both part time and full time schedules to assist students in balancing school and home life. All students, present and past, are eligible to use these services.

Additional Placement Assistance (Employer Recruiting):

Trucking company recruiters/employers are invited to Western Truck School campuses during the student training cycle to talk to students and graduates about the companies they represent and job opportunities. They are also willing to answer students’ questions about the trucking industry as a whole. These companies show a desire to work with Western Truck School as they understand the benefits of hiring well-trained entry-level drivers.

Referrals for Community Services & Other Resources:

See your campus-based Career Services/Student Services representative for advisement/information and also see *pages 37-39 of this catalog.*

WTS REFUND AND CANCELLATION POLICIES

{Ed Code §94909 (a) (8)(B)} (Revised 8/2016)

(As required, these rights are also explained in the Enrollment Agreement)

Student's Right to Cancel Policy: {Article 13 Ed Code §94919} {Ed Code §94909 (a) (8) (B)}

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later, and receive a full refund less the non-refundable registration assessment
2. Additionally, if the student has been assessed a California mandated Student Tuition Recovery Fee (STRF), that paid fee is non-refundable. {5 CCR §76215 (a)} {5 CCR §76215 (b)}

CA STUDENT TUITION RECOVERY FUND (STRF)

{5 CCR §76215 (a)} {5 CCR §76215 (b)}

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

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

1. *The school closed before the course of instruction was completed.*
2. *The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.*
3. *The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.*
4. *There was a material failure to comply with the Act of the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.*
5. *An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act" {5 CCR 76215 (b)}.*

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

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

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

1. *You are not a California resident, or are not enrolled in a residency program, 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." {5 CCR 76215 (a)}.*

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

3. 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 pro rata refund if you have completed 50% or less of the scheduled days/hours in the current payment period in your program through the last day of attendance.
4. If the student has completed more than 50% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.
5. Cancellation may occur when the student provides a written notice of cancellation either by mail or hand delivery, at the following address: 3990 industrial Blvd, West Sacramento, CA 95691.
6. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
7. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the enrollment agreement.

Withdrawals/Terminations & Refunds: {Article 13 Ed Code §94919} {Ed Code §94909 (a) (8) (B)} (Revised 8/2016)

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 50% or less of the scheduled days/hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration assessment not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. Additionally, if the student withdraws, the STRF fee paid is non-refundable. If the student has completed more than 50% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs: (Revised 8/2016)

- The student notifies the institution of the student’s withdrawal or as of the date of the student’s withdrawal, whichever is later.
- The institution terminates the student’s enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.
- The student has failed to attend class for two (2) consecutive weeks.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the student’s last date of recorded attendance shall be used to calculate the refund. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days/hours in the program), multiplied by the number of days/hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the institution shall pay or credit refunds within 45 days of a student’s cancellation or withdrawal. In such cases where a student has taken a leave of absence (LOA) then the institution shall return the refund within 45 days after the student fails to return from the LOA. Failure of notice of cancellation or withdrawal, the student shall be deemed to have withdrawn at the end of two (2) consecutive weeks. If the student has completed more than 50% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. (Revised 8/2016)

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.

1. Hypothetical refund example:

Assume you enroll in a 160-hour course and pay \$4,745.00 in tuition, and \$250.00 in fees for total charges of \$4,995. You withdraw after completing 80 hours (of the 160-hour course). The pro-rata refund would be \$2,372.50 based on the calculation stated below.

$$\frac{(\$4,995.00 - \$250.00)}{\text{(total charges paid) (non-refundable charges)}} \text{ Less } \frac{(\$4,995 - 250)/160}{\text{(total charges less non-refundable charges/ total hours in program)}} \times \frac{80}{\text{(hours attended)}} = \$2,372.50 \text{ (refunded)}$$

EXAMPLES OF REFUND CALCULATIONS

Attendance	Total Charges	Less Registration Fees	Total Refund Due	Tuition Retained by W.T.S
8 hours	\$4,995.00	\$250.00	\$4,745.00	\$ 250.00
40 hours	\$4,995.00	\$250.00	\$3,558.75	\$1,436.25
80 hours	\$4,995.00	\$250.00	\$2,372.50	\$2,622.50
98 hours	\$4,995.00	\$250.00	\$0.00	\$4,795.00
160 hours	\$4,995.00	\$250.00	\$0.00	\$4,795.00

Students may also incur a fee for the Student Tuition Recovery Fund as determined by funding source and amount of tuition. These fees are non-refundable. Fees range from \$0.50 to \$5.00 depending on the cost of tuition and the course of study. California Education Code

§94909(a)(8)(B) requires that licensed Private Vocational Schools disclose the above information regarding Refund Calculations to each student who enrolls in the School in the school catalog. If you have any questions regarding these calculations, please contact your Admission's Representative.

Refunds will be made first to any lender up to the amount of such disbursement; any additional refunds will next be made to other funding sources accounts or any other sponsoring source up to the amount of such disbursement; any additional refunds due will be made to the student or sponsor. Any overpayment of moneys for non-tuition educational expenses will be based on the hours completed over the total time in that program period. The student will be responsible for any such non-tuition educational expenses. The refund for non-tuition educational expenses, if any, will be made to the appropriate agency account or individual.

TITLE 38 VETERANS POLICY STATEMENT

(Revised 8/2016)

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.

REFUND POLICY FOR CFR 21.4255:

This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued there from at any time prior to completion and provides that the amount charged to the Veteran or eligible person for tuition, fees and other charges for a portion of the course does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course should bear to its total length. Non-refundable registration fees for Veterans or eligible persons attending a non-accredited course are not to exceed \$10.00. Any registration fee over \$10.00 requires that the amount in excess of \$10.00 be subject to proration.

EVALUATION OF PREVIOUS EDUCATION AND TRAINING, CFR 21.4254(c)(4) #11:

This school maintains a written record of the previous education and training of the veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person and the Department of Veterans Affairs so notified.

STANDARDS OF PROGRESS, CFR 21.4253(d)(4):

Student veterans are evaluated at 25% intervals in order to determine compliance with minimum satisfactory progress standards. Student veterans must maintain a minimum grade point average of 1.0 at the end of the first 25% of the program, a 2.0 GPA at the 50% interval of the program, a 2.0 GPA at the 75% interval of the program, and achieve a 2.0 GPA upon graduation.

Any student veteran who does not meet the minimum grade point average for the specified evaluation period will be placed on academic probation for a period of one week. Student veterans who do not improve to the required grade point average by the end of the probationary period will be subject to termination.

TITLE 38 PROOF OF ISSUE FORM: Available at back of this catalog and/or will be completed prior to signing Enrollment Agreement with Admissions representative.

WTS REFERRAL SERVICES/RESOURCE LISTS

West Sacramento

Medical Services

Mental Health Department 1600 9 th Street Sacramento, CA 95814-6434	916-645-3839
The Effort 8233 E Stockton Blvd, Ste. D Sacramento, CA 95828	916-368-3080
Mercy General Hospital 4001 J Street Sacramento, CA 95819	916-453-4545
Sacramento Occupational Medical 1550 Harbor Blvd, Ste. 110 West Sacramento, CA 95691	916-372-9893

Drug Counseling

Substance Abuse (SAP) Jim Sellers	(916) 202-9865
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Housing

Motel 6 1254 Halyard Dr. West Sacramento, CA 95691 \$41.39/Daily (1 person, weekdays); \$46.79 (2 people) \$279/Weekly (1 person); \$299/Weekly (2 people)	916-372-3629
Ramada Inn 1250 Halyard Drive West Sacramento, CA 95691 (\$75/day plus tax; \$392/weekly)	916-371-2100

Educational/Family Services/Child Care

Yolo Family Service Agency Email: info@yfsa.net	530-662-2211
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Transportation Services

YoloBus	916-371-2877 530-666-2877
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Bakersfield

Medical Services

Mental Health Administration 3300 Truxton Ave. Ste. 100 Bakersfield, CA 93301	661-868-6600
Professional Counseling 238 18 th Street Bakersfield, CA 93301	661-327-1245
San Joaquin Community Hospital 2615 Chester Ave. Bakersfield, CA 93301	661-395-3000
Bakersfield Drug Testing 2204 Q Street Ste. A Bakersfield, CA 93301	661-321-0439

Drug Counseling

Substance Abuse (SAP) Tina Dedstron	559-392-0817
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Housing

Motel 6 5241 Olive Tree Ct Bakersfield, CA 93308 (\$34.68/day for 1 adult/1 bed) (28 days or more: \$1001.04)	661-392-9700
Travelodge Inn 1011 Oak Street Bakersfield, CA 93304 (\$49.99/day; \$300/week; \$1200/month)	661-325-0772

Educational/Family Services/Child Care

All Homecare 31 H Street Bakersfield, CA 93304	661-323-0001
ABC Pre-School Academy	661-589-2502

Transportation Services

Golden Empire Travel 1830 Golden State Ave Bakersfield, CA 93301	661-869-2438
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Spring Valley/San Diego

Medical Services

County of San Diego 3177 Ocean View Blvd San Diego, CA 92113-1432	619-595-4400
Nicole Dockter LCSW 1767 Grand #4 San Diego, CA 92109	619-318-5012
Sharp Grossmont Hospital 5555 Grossmont Drive La Mesa, CA 91942	619-740-6000
Professional Curriculum 4626 Mercury Street San Diego, CA 92111	858-292-4040

Drug Counseling

Substance Abuse (SAP)	619-507-5590
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Housing

Super 8 El Cajon 471 North Magnolia Ave El Cajon, CA 92020 (\$55/day)	619-447-3999
Heritage Inn La Mesa 7851 Fletcher Pkwy La Mesa, CA 91942 (\$56.99/day; \$63.49/weekend) (\$384.93/weekly)	619-698-9444

Educational/Family Services/Child Care

LDS Family Services 5675 Ruffin Rd Ste. 325 San Diego, CA 921123	858-467-9170
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Transportation Services

Metropolitan Transportation System	619-233-3004
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WESTERN TRUCK SCHOOL
EXECUTIVE OFFICES {Ed Code §94909 (a) (1)}
 3990 Industrial Blvd
 West Sacramento, CA 95691
 Corporate Offices/Campus Support for West Sacramento
 Phone: (916) 372-6500 or (800) 929-1320 Fax: (916) 372-8736
www.westerntruckschool.com

CAMPUS TRAINING SITES {Ed Code §94909 (a) (1)}
 Information (800) 929-1320

West Sacramento

Main Campus	Satellite Campus
3990 Industrial Blvd West Sacramento, CA 95691	4500 West Capitol Avenue West Sacramento, CA 95691
Phone: (916) 372-6500 Fax: (916) 372-8736	Phone: (916) 372-6500 Fax: (916) 372-8736

{Ed Code §94909 (a) (4)}

Branch Campuses*

Bakersfield	Spring Valley (San Diego Area)
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5800 State Road #7 Bakersfield, CA 93308	11902 Campo Road Spring Valley, CA 91978
Phone: (661) 588-4429 Fax: (661) 588-4769	Phone: (619) 670-3384 Fax: (619) 670-9578-fax

{Ed Code §94909 (a) (4)}

* These Branch campuses are **not** accredited by ACCSC



WTS 2016 Class Schedule
(160/180 Clock Hour Programs)

DAY CLASSES		NIGHT CLASSES		WEEKEND CLASSES
Start	Grad	Start	Grad	Weekend Classes Have Rolling Start Dates To Be Determined (TBD) At Time Of Enrollment
01/11/2016	02/04/2016	01/11/2016	02/18/2016	TBD
02/01/2016	02/25/2016	02/01/2016	03/10/2016	TBD
02/22/2016	03/17/2016	02/22/2016	03/31/2016	TBD
03/14/2016	04/07/2016	03/14/2016	04/21/2016	TBD
04/04/2016	04/28/2016	04/04/2016	05/12/2016	TBD
04/25/2016	05/19/2016	04/25/2016	06/02/2016	TBD
05/16/2016	06/09/2016	05/16/2016	06/23/2016	TBD
06/06/2016	06/30/2016	06/06/2016	07/14/2016	TBD
06/27/2016	07/21/2016	06/27/2016	08/04/2016	TBD
07/18/2016	08/11/2016	07/18/2016	08/25/2016	TBD
08/08/2016	09/01/2016	08/08/2016	09/15/2016	TBD
08/29/2016	09/22/2016	08/29/2016	10/06/2016	TBD
09/19/2016	10/13/2016	09/19/2016	10/27/2016	TBD
10/10/2016	11/03/2016	10/10/2016	11/17/2016	TBD
10/31/2016	11/24/2016	10/31/2016	12/08/2016	TBD
11/21/2016	12/15/2016	11/21/2016	12/29/2016	TBD
12/12/2016	01/05/2017	12/12/2016	01/19/2017	TBD
01/03/2017	01/26/2017	01/03/2017	02/09/2017	TBD

Note: All 40 Clock Hour Programs or 4 Clock Hour Courses or Continuing Education Trainings are Rolling Start Dates To Be Determined (TBD) at Time of Enrollment



**WTS 2016 Class Schedule
(330 & 640 Clock Hour Programs)**

** These programs are not identified as within the scope of the West Sacramento campus' accreditation and not offered at that campus*

330 CLODK HOUR PROGRAM

640 CLOCK HOUR PROGRAM

Start	Grad Date		Start Date	On Campus Training Activity Completion	200 Hour Externship Requirements Start And End Dates To Be Fully Determined (TBD) At Time Of Completion of On Campus Training Activities
01/11/2016	03/03/2016		01/11/2016	03/24/2016	TBD
02/01/2016	03/24/2016		02/01/2016	04/14/2016	TBD
02/22/2016	04/14/2016		02/22/2016	05/05/2016	TBD
03/14/2016	05/05/2016		03/14/2016	05/26/2016	TBD
04/04/2016	05/26/2016		04/04/2016	06/16/2016	TBD
04/25/2016	06/16/2016		04/25/2016	07/07/2016	TBD
05/16/2016	07/07/2016		05/16/2016	07/28/2016	TBD
06/06/2016	07/28/2016		06/06/2016	08/18/2016	TBD
06/27/2016	08/18/2016		06/27/2016	09/08/2016	TBD
07/18/2016	09/08/2016		07/18/2016	09/29/2016	TBD
08/08/2016	09/29/2016		08/08/2016	10/20/2016	TBD
08/29/2016	10/20/2016		08/29/2016	11/10/2016	TBD
09/19/2016	11/10/2016		09/19/2016	12/01/2016	TBD
10/10/2016	12/01/2016		10/10/2016	12/22/2016	TBD
10/31/2016	12/22/2016		10/31/2016	01/12/2017	TBD
11/21/2016	01/12/2017		11/21/2016	02/02/2017	TBD
12/12/2016	02/02/2017		12/12/2016	02/23/2017	TBD
01/03/2017	02/23/2017		01/03/2017	03/16/2017	TBD

Note: All 40 Clock Hour Program or 4 Clock Hour Course Starts are Rolling Start Dates To Be Determined (TBD) at Time of Enrollment



WTS TUITION CHARGES

[Ed Code §94909 (a) (9)]

(Effective as of 8/1/2016)

<i>Program</i>	<i>Clock Hours</i>	<i>Training Format</i>	<i>Bakersfield</i>	<i>Spring Valley/San Diego County</i>	<i>West Sacramento</i>
Class A Commercial Driver Program	160	Day Evening Weekend	\$4,850.00	\$4,850.00	\$4,850.00
Class A Commercial Driver Extended Program	180	Day Evening Weekend	\$4,995.00	\$4,995.00	\$4,995.00
Class A/P Combined Program (Class A Program & Passenger Endorsement Program)	180	Day Evening Weekend	\$4995.00	\$4995.00	\$4995.00
Advanced Commercial Driver Program	330	Day	\$9,995.00	\$9,995.00	\$9,995.00
Commercial Vehicle Driver Program	640	Day	\$12,995.00	\$12,995.00	\$12,995.00
Class B Operator/Specialized Continuing Education Program	40	Day	\$2,850.00	\$2,850.00	\$2,850.00
Class A or B Refresher/Specialized Continuing Education Program	40	Day	\$2,850.00	\$2,850.00	\$2,850.00
Passenger Bus Endorsement/Specialized Continuing Education Program	40	Day	\$2,850.00	\$2,850.00	\$2,850.00
Forklift Certification/Specialized Continuing Education Course	4	Day	\$275.00	\$275.00	\$275.00
Safety Certificate/Specialized Continuing Education Training	4	Day	\$500.00	\$500.00	\$500.00
Additional Training/Specialized Continuing Education Training	4	Day Evening Weekend	\$500.00	\$500.00	\$500.00
Additional Training Hourly/Specialized Continuing Education	Per Hour (Minimum-2 Hours)	Day Evening Weekend	\$80.00	\$80.00	\$80.00

Tuition includes all charges. Only \$250 registration fee is assessed when calculating refunds (see refund policy). Be sure to check with the Admissions Department in your area for more information.



**Title 38
Veterans – Proof of Issue**

Address/Location (Check One Below):

WESTERN TRUCK SCHOOL____
3990 Industrial Blvd & 4300 West Capitol Avenue
West Sacramento, CA 95691

WESTERN TRUCK SCHOOL____
5800 State Rd.
Bakersfield, CA 93308

WESTERN TRUCK SCHOOL____
11902 Campo Rd.
Spring Valley, CA

I affirm I have received a copy of the Veteran’s Information Bulletin (Catalog) that contains the rules, regulations, course completion requirements, and costs for the specific training program in which I have enrolled.

Print Name (Veteran or Eligible Person):

Signature (Veteran or Eligible Person):

Social Security or Number:_____

Enrolled By:_____

Date:_____