



A Division of California Truck School, Inc.

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

# STUDENT CATALOG

All Campuses

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Michael A. Nord – President/CEO  
Karen E. Trefz – Vice President/Secretary  
Michael S. Nord, C.P.A. – COO, CFO/Treasurer

ASSOCIATE MEMBER:  
California Trucking Association  
Commercial Vehicles Training Association

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

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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 & DISCLAIMERS**

*(As noted previously, all revisions made in this Revised Catalog are noted pursuant to 5 CCR §71810 (a))*

### **WTS Approvals**

WTS CA State Approval: Bureau for Private Postsecondary Education (BPPE): {Ed Code §94909 (a) (2)} (Revised 11/2016)

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](http://www.bppe.ca.gov), toll free phone(s): 888-370-7589, fax: (916) 263-1897. {Ed Code §94909 (a) (3) (A)} (Revised 11/2016)

WTS Accreditation Recognition: Accrediting Commission for Career Colleges & Schools (ACCSC): (Revised 11/2016)

**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](http://www.accsc.org), phone(s): (703) 247-4212, fax: (703) 247-4533.

WTS Veterans Eligibility: California Approving Agency for Veterans Education (CSAAVE): (Revised 11/2016)

CalVets approves Western Truck School ((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 California State Approving Agency for Veterans Education (CSAAVE) under Title 38, Chapter 36, U.S. Code Sections 3671(a) and 3672(a) Bulletin.

**WTS Approved Locations: {Ed Code §94909 (a) (4)}**  
(Revised 11/2016)

<b>West Sacramento (WS)</b>	<b>Bakersfield (BK)</b>	<b>Spring Valley/San Diego Area Campus (SD)</b>
Main Campus 3990 Industrial Blvd West Sacramento, CA 95691 Email: <a href="mailto:wsrep@westerntruckschool.com">wsrep@westerntruckschool.com</a> Call: 800-929-1320  Satellite Campus (Yard) 1925 Enterprise Blvd. West Sacramento, CA 95691 Email: <a href="mailto:wsrep@westerntruckschool.com">wsrep@westerntruckschool.com</a> Call: 800-929-1320	5800 State Road Bakersfield, CA 93308 Email: <a href="mailto:bkrep@westerntruckschool.com">bkrep@westerntruckschool.com</a> Call: 800-929-1320	11902 Campo Road Spring Valley, CA 91978-2202 Email: <a href="mailto:sdrep@westerntruckschool.com">sdrep@westerntruckschool.com</a> Call: 800-929-1320

**WTS Program Approvals/CalVets Provider Eligible: (Revised 12/2016)**

<i>Programs</i>	<i>Clock Hours</i>	<i>Length</i>	<i>Diploma (D) Certificate (C)</i>	<i>BPPE (CA Bureau Private Postsecondary Education)</i>	<i>CalVets</i>	<i>ACCSC Accredited Campus: West Sacramento</i>
<b>Class A) Commercial Driver Program</b>	160	4 Weeks Days 6 Weeks Nights 8 Weeks Weekends	D	Yes	Yes	Yes  Note: At West Sacramento: Only the Class A Commercial Driver Program is within the scope of ACCSC accreditation.
<b>(Class A) Commercial Driver Extended Program</b>	180	4 Weeks Days 6 Weeks Nights 8 Weeks Weekends	D	Yes	No (New Program)	NA: Extended portion offered as continuing education training at the West Sacramento campus—not within the scope of ACCSC accreditation at West Sacramento campus).
<b>Advanced Commercial Driver Program</b>	330	10 Weeks Days	D	Yes	Yes	No
<b>Master Commercial Driver Program</b>	640	16 Weeks Days	D	Yes	Yes	No
<b>Class A/"P" Combined Commercial Driver Program (Class A &amp; Class P)</b>	180	5 Weeks Days 7 Weeks Nights 9 Weeks Weekends	D	Yes	Yes	NA: "P" Endorsement offered as continuing education training at the West Sacramento campus—not within the scope of ACCSC accreditation at West Sacramento Campus.
<b>Class B/"P" Combined Commercial Driver Program (Class B &amp; Class P)</b>	80	2 Weeks Days	D	Yes	No (New Program)	NA: Offered as continuing education training at the West Sacramento campus—not within the scope of ACCSC accreditation at West Sacramento Campus.
<b>Class B Commercial Driver (40 CH)</b>	40	4 Days	D	Yes	No	NA: Offered as continuing education training at the West Sacramento campus—not within the scope of ACCSC accreditation at West Sacramento Campus.
<b>Class A or B Specialized/Refresher Program (40 CH)</b>	40	4 Days	D	Yes	No	NA: Offered as continuing education training at the West Sacramento campus—not within the scope of ACCSC accreditation for the West Sacramento Campus.
<b>Class "P" Passenger Commercial Driver Program (40 CH)</b>	40	4 Days	D	Yes	No	NA: Offered as continuing education training at the West Sacramento campus—not within the scope of ACCSC accreditation for the West Sacramento Campus.
<b>Forklift Course (Certification)</b>	4	4 Hours	C	Yes	No	NA: Offered as continuing education training at the West Sacramento campus—not within the scope of ACCSC accreditation for the West Sacramento Campus.
<b>WTS Safety Certificate</b>	4	4 Hours	C	NA	No	NA: Offered as continuing education at the West Sacramento Campus—not within the scope of ACCSC accreditation for the West Sacramento Campus.
<b>Additional Training Hours</b>	4+	Variable	NA	NA	NA	Continuing Education offered as needed.

## **WTS Disclosures/Disclaimers**

WTS Bankruptcy Statement Disclosure: {Ed Code §94909 (a) (12)} (Revised 11/2016):

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.).

WTS Catalog Information Disclosure/Disclaimer: (Revised 11/2016)

The Western Truck School Catalog is provided to all prospective students and can be accessed from the Western Truck School website: [www.westerntruckschool.com](http://www.westerntruckschool.com) or by contacting the school directly at 1-800-929-1320. "Prior to signing the WTS Enrollment Agreement you must be given a catalog or brochure and a School Performance Fact Sheets, which you are encouraged to review prior to signing the agreement. These Performance Fact Sheets 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 since the West Sacramento Main Campus is the only campus accredited by ACCSC at this time {Ed Code §94911 (i) (1)}. (Revised 12/2016)

The ACCSC & BPPE School Performance Fact Sheets are also available from the WTS website: [www.westerntruckschool.com](http://www.westerntruckschool.com), under the "Resources" link, or can be accessed at: <http://www.accsc.org/Resources/Publications/Annual-Performance-Indicators.aspx>. The CA Bureau of Private Postsecondary Education (BPPE) also posts all approved program performance information on the BPPE website within the BPPE Annual Report link: [bppe.annualreport@dca.ca.gov](mailto:bppe.annualreport@dca.ca.gov) (Revised 12/2011)

Any questions a student may have regarding the Student Catalog that have not been satisfactorily answered by the institution's representatives may be directed to the CA Bureau for Private Postsecondary Education (BPPE) for all campuses and for the West Sacramento Main Campus only, additionally to the Accrediting Commission for Career Colleges & Schools (ACCSC). (Revised 12/2016).

### General 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](http://www.bppe.ca.gov)*

*Phone: (916) 431-6959, 1-888-370-7589/Fax: (916) 263-1897 (Revised 7/2017)*

### General Contact Information for ACCSC:

*ACCSC*

*2101 Wilson Blvd, Suite 302*

*Arlington, VA 22201*

*Website: [www.accsc.org](http://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**

## WTS ESSENTIAL STANDARDS & POLICIES

(Revised 12/2016)

### WTS Equal Opportunity Policy: (Revised 12/2016)

Western Truck School (WTS) does not discriminate on the basis of race, color, sexual orientation, gender, nationality, creed or ethnic origin in the administration of its operational & educational policies, its admission policies, and in the administration/delivery of its programs/trainings.

The current list of protected categories under FEHA includes race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. See Cal. Gov't Code § 12940(a). The new regulations also now provide the following definitions: “gender expression” means a person’s gender-related appearance or behavior, whether or not stereotypically associated with the person’s sex at birth; “gender identity” means a person’s identification as male, female, a gender different from the person’s sex at birth, or transgender; “sex” includes pregnancy, childbirth, medical conditions related to pregnancy, childbirth, or breast feeding, gender identity, and gender expression; “sex stereotype” means an assumption about a person’s appearance or behavior, or about an individual’s ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual’s sex; and “transgender” means a person whose gender identity differs from the person’s sex at birth. Cal. Code Regs. title. 2 § 11030(a)-(e) (2016). See “**WTS Complaint Policies**” at the end of this “**Essential Policies**” section for information on reporting violations of WTS policies.

### WTS Response to Title IX (Anti-Harassment/Sexual Harassment Policies): (Revised 12/2016)

As required by Title IX of the Educational Amendments of 1972 and 34 CFR Part Sec 106.9 not to discriminate on the basis of sex in the educational programs and activities which it operates, Western Truck School (WTS) strives to provide safe working and learning environments at each of its campuses that are free of behaviors of discrimination and sexual violence. These types of behaviors are prohibited by law and will not be tolerated by WTS campuses. It is the intent of the School to respond appropriately to any reports of discrimination and sexual violence as well as to take appropriate actions when such violations of law and School policy are reported. For more information, please see the Student Code of Conduct section that begins on page 15 of this catalog and the School’s Response to CA Title 8, SB 198: WTS Injury, Illness, Safety and Prevention Manual. See “**WTS Complaint Policies**” for information on reporting violations of WTS policies on pages 7-8.

### WTS Persons with Disabilities Policy (Americans with Disability Act): (Revised 12/2016)

Western Truck School (WTS) provides reasonable accommodations for persons with disabilities in compliance with the American Disabilities Act (ADA) (<https://www.ada.gov>). WTS encourages individuals with disabilities to visit the School in order to determine if the facilities and training equipment/aids 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 physical requirements set by the US Department of Transportation (DOT) and by the California Department of Motor Vehicles/Commercial Division for a Commercial Driver’s License (CDL) (<https://www.dmv.ca.gov/portal/dmv/detail/commercial/commercial>). See “**WTS Complaint Policies**” for information on reporting violations of WTS policies on pages 7-8.

### WTS Alcohol & Drug Education Policy: (Revised 11/2016)

In an attempt to assist its staff, students and their families, Western Truck School (WTS) 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 and alcohol. The WTS alcohol and drug policies are reviewed during the New Student Orientation for all students. Students also receive the WTS Alcohol & Drug Policy Handbook during that time. See “**WTS Complaint Policies**” at the end of this “**Overarching Policies**” section for information on reporting violations of WTS policies.

### WTS Complaint/Grievance/Appeals Policies: (Revised 12/2016)

The Western Truck School (WTS) Complaint policy provides a method for students to voice a complaint as well as to document and resolve a complaint, if possible. Students are advised during the New Student Orientation of their rights and responsibilities related to complaints as well as the process for registering a complaint and appealing a decision. The New Student Orientation Packet contains information and all forms needed for such purposes. Additionally, WTS staff members can provide these forms at any time. WTS is also compliant with the Bureau for Private Postsecondary Education’s (BPPE) complaint requirement and the Accrediting Commission of Career Colleges and Schools’ requirement for the WTS West Sacramento campus and the New Student Orientation Packet also contains information and forms for those agencies, too.

### BPPE Complaint Requirement: (Revised 12/2016)

Required CA Bureau of Private Postsecondary Education (BPPE) Student Complaint Policy/Process: {5 CCR §71810 (b)} (Revised 12/2016)  
Student Complaint Procedures/Resolution & Student Rights: BPPE Requirement :{5 CCR §71810(14)} (Revised 11/2016)

***In accordance with the CA 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. Of note, an individual may submit a complaint to the Bureau of Private Postsecondary Education at any time. The School's internal complaint policy is as follows:***

Pursuant to {5 CCR §71810(14)}, persons seeking to resolve problems or complaints may contact the instructor in charge in an effort to resolve complaints as soon as possible. If a complaint made to an instructor 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 and the student and any other relevant individuals to investigate the complaint and to resolve the issue(s). The Director of Operations will 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 and as noted earlier, a student or any member of the public may file a complaint about this institution at any time with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet website: [www.bppe.ca.gov](http://www.bppe.ca.gov). {Ed Code §94909 (a) (3) (C)}

**ACCSC Complaint Requirement:** (Revised 12/2016)

Required Accrediting Commission for Career Colleges & Schools (ACCSC) Student Complaint Policy/Process--West Sacramento Only:  
(Revised 12/2016)

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](http://www.accsc.org)

A copy of the ACCSC Complaint Form is provided during the New Student Orientation and also anytime. Copies of the form may be obtained by contacting Mary Hagerty, Financial Administrator, [Maryh@westerntruckschool.com](mailto:Maryh@westerntruckschool.com) or any instructor, or can be accessed online at [www.accsc.org](http://www.accsc.org).

**WTS GENERAL OPERATIONS AND POLICIES (All Campuses)**

(Revised 12/2016)

**WTS Campus Locations:** (Revised 11/2016)

Western Truck School campuses are located in industrial areas. Addresses can be found in various sections of this catalog, including near the end of the catalog. All campuses are comprised of classroom facilities, administrative offices, library and resource center and yard space for field training similar to commercially-operated truck terminals. Additionally, all campuses are located along major freeways on local surface streets and highways, with easy access to local bus service at each campus location, and with ample parking for staff/student vehicles at all campus locations.

Western Truck School campus classrooms are designed to accommodate instruction for up to 20 students at a time, although most class sizes are typically from 4 to 8 students. Western Truck School's campuses and the equipment utilized are compliant with Federal, State and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

**West Sacramento Main Campus:** (Revised 12/2016)

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. Bookshelves 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 of the West Sacramento Satellite Campus is located one mile from the main campus, just down Enterprise Blvd. 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 Branch Campus:* ((Revised 12/2016)

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 County/Spring Valley Branch Campus:* (Revised 12/2016)

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.

*WTS Hours of Operation Policies:* (Revised 11/2016)

All Administrative, Admissions and LRC hours of operation are Monday-Friday from 8am to 5p.m. The LRC is open during regular operational hours. Programs are offered Days, Nights, and Weekends. Saturday administrative operational hours vary from campus to campus. Check with your local campus for administrative operational hours on weekends. Class size and schedule policies are provided on page 15-16 of this Catalog.

*Open Door Policy:*

The School maintains an open door policy for all students. All staff are obliged to provide support to students at any time the School is open. All instructional staff are obliged to provide students with their contact information for student ease of access.

*WTS Holiday Schedule:* (Revised 12/2016)

WTS observes the following holidays:

***New Year's Day, Jan 1; Memorial Day; Independence Day July 4<sup>th</sup>; Labor Day; Thanksgiving Day; and Christmas Day!***

If a holiday falls on a day of instruction, the students and instructor will be surveyed to identify an appropriate makeup day that is satisfactory to all. All missed instructional days must be made up prior to program completion.

*WTS Library/Library Resource Centers (LRC):* (Revised 12/2016)

Western Truck School (WTS) maintains a number of reference books, other pertinent publications and computer stations with Internet access at each campus for use by students and faculty. 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. Instructors also are provided access to professional development opportunities available through web-based subscriptions like *MaxKnowledge*. Additional access to learning materials/resources can be coordinated through the student services offices. WTS staff members can print/copy documents for students upon request. Alumni not currently attending classroom sessions may contact the Career Services/Student Services personnel at each campus for scheduling access to the school's library and resource materials. The LRC is open at all times the School is open. (Revised 12/2016)

*WTS Copyright Policy:*

It is the intention of Western Truck School (WTS) to comply with all regulations/laws regarding copyright materials. In that regard, WTS has a zero tolerance policy for copyright violations, including unauthorized peer-to-peer document/file sharing. Policy violations are subject to disciplinary actions in conjunction with Federal and State laws.

*WTS Right to Operational Revisions Policy:*

Western Truck School (WTS) reserves the right to make changes where appropriate and within the parameters of regulatory compliance at any time (e.g., to include programs, program learning materials, instructors, program/class schedules, or cancel a class or program for which there is insufficient enrollment. Students will receive a full refund if their program is cancelled. In such cases, WTS will make every effort to re-enroll such students into another and/or future program.

*WTS Catalog Update Policy:* (Revised 11/2016):

This catalog is revised annually and on an as-needed basis according to the directives/policies of regulatory authorities. All revisions made in this Revised Catalog are noted pursuant to 5 CCR §71810 (a).

## WTS ADMISSIONS POLICIES & SERVICES

WTS Admissions Policies {5 CCR §71810 (b) (4)}; {Ed Code §94909 (a) (8) (A)} (Revised 11/2016)

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](http://edd.ca.gov/Jobs_and_Training/Workforce_Investment_Act.htm).

### Admissions Requirements:

In order to be accepted for training as an entry-level truck driver, an applicant must (Revised 11/2016):

- Be at least 18 years of age (minimum age for interstate driving is 21).
- 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 or documentation of secondary school completion from a foreign institution for review.
- 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. The *Wonderlic* test is an eligible provider test identified by the US Department of Education (USDE) for Ability to Benefit testing.
  - Applicants must achieve a Skills Composite score of 230 or higher in order to successfully pass the *Wonderlic* 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 the *Wonderlic* examination will also demonstrate that the applicant is proficient in comprehending the English language.
- Present a current CA valid driver's license.
- Obtain a CA Department of Motor Vehicle (DMV) printout for submission to WTS.
- Present a Social Security Card and/or Resident Alien Card, if applicable.
- Pass a Department of Transportation (DOT) physical examination at an eligible, DOT approved, clinic.
- Pass a NIDA 5-Panel drug screen test if not currently in a random drug screen program, and/or if currently in the US Armed Forces and/or employed by a governmental agency. 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).

Overview of Admission Processes/Procedures: {5 CCR §71810 (b) (4)}; {Ed Code §94909 (a) (8) (A)} (Revised 11/2016)

The typical Admissions process is as follows:

- First, an applicant communicates with a WTS Admissions Representative and then fills out a WTS Pre-Application form and a pre-admission electronic file is created for the applicant.
- Each applicant is then given a tour of the School (i.e., unless the initial application steps are not accomplished in person).
- Next the applicant continues discussions with a WTS Admissions Representative who will provide more detailed information about the School, Admissions requirements (including the Drug Screen requirement), WTS programs/trainings, WTS Career Services, WTS training schedule options, WTS costs/tuition and funding obligations/options.
  - All enrolled students, other than those exempted due to active duty in the US Armed Forces and individuals who are current subject to random drug testing, 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.
  - ***During the interview process, it is also 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 informed of the next available class starting date(s), other admission requirements, and school policies, in general; and the formal Enrollment process commences (e.g., submission of required documentation, participation in required processing).
- Next the applicant is advised of payment options, payment methods and timelines by an appropriate WTS staff member.
- A complete school catalog is provided to all students during the initial enrollment processes, if an applicant has not already received a catalog and/or downloaded one from the WTS website [www.westerntruckschool.com](http://www.westerntruckschool.com), a request can be made for one via any method of communication.

## WTS ACADEMIC CREDIT TRANSFER POLICIES

{Ed Code §94909 (a) (15)} (Revised 11/2016)

### “Notice Concerning Transferability of Credits, Clock Hours and Credentials Earned At WTS”

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 prior or after attending Western Truck School to determine if your educational work will transfer. Western Truck School has not entered into any articulation or transfer agreements with other institutions.

### “WTS Notice Concerning The Acceptance Of, Or Transferability Of Credits, Clock Hours And Credentials Earned At Other Institutions To/By Western Truck School”: {Ed Code §94909 (A) (8)} (Revised 11/2016)

Western Truck School (WTS) does accept in transfer previously documented training in accordance with the provisions listed above.

Requests for WTS approval and acceptance of previous training shall proceed as follows:

- For Traditional Training:
  - Submission of transcript/documentation of training from an institution/training program with authority to operate (e.g., appropriate regulatory approval).
  - Transcript review to include:
    - Comparability of the scope, depth and breadth of the completed training(s) requested to be accepted in transfer.
    - The applicability of the training(s) requested to be accepted in transfer to the identified WTS program.
    - The identification of “C” or equivalent grades earned for training requested to be transferred.
    - The length of time over which the previous training(s) being requested for transfer that are “C” or better occurred.
      - Due to changes in regulations that govern the training and licensing of CA Commercial Drivers, the length of time determination must be considered in conjunction with any US Department of Transportation and/or CA Department of Motor Vehicles and/or the CA Department of Consumer Affairs/Bureau of Private Postsecondary Education regulatory changes/requirements.
- For Non-Traditional Training:
  - Request for previous training based on military training shall be accepted based upon review of appropriate documentation in accordance with the provisions identified for Traditional Training(s).
  - Request for previous training based upon practical experience/experiential learning will be assessed by WTS instructional staff observing/evaluating the applicant’s ability to successfully pass a WTS practical evaluation using WTS equipment. Instructional staff will forward the evaluation to admissions personnel who shall have the final determination on the acceptance or rejection of such a request and the competencies/competency level to be accepted in transfer.

### “WTS Notice Concerning the Acceptance of Credit/Clock Hours for Prior Learning/Experiential Learning”: {5 CCR §71770 (c)} (Revised 11/2016)

Western Truck School (WTS) grants clock hours/learning achievements for prior learning/experiential learning for Veterans and other applicants who can provide evidence of such (e.g., by submitting transcripts and/or other evidence to WTS admissions personnel for review and consideration). Requests that cannot be supported by documentation will be determined using the same review standards as described above in the second bullet point under “For Non-Traditional Training.”

### “WTS Notice Evaluation Of Previous Education And Training” Cfr 21.4254(C)(4) #11: Title 38 Veterans Policy Statement (Revised 11/2016)

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.

### WTS Maximum Transfer Permitted:

Students enrolled in a Western Truck School (WTS) program must complete at a minimum, 50% of their training program in residency at a WTS campus. The remainder of training transferred may be any combination of transferability identified previously (e.g., Traditional/Non-Tradition training).

### WTS Transfer to Other Western Truck School Locations:

Since all Western Truck School (WTS) locations use a standardize curricula for all programs, students in good standing with a cumulative grade point average of a “C” or better, may transfer to another WTS location. However, such students must complete at a minimum at least 50% of their program at the new location for compliance with the WTS in-residency requirement.

### WTS Policy for Training Completed at Foreign Institutions:

Evaluating training at foreign institutions for transfer into a Western Truck School (WTS) program will be subject to US Department of

Transportation regulations, CA Department of Motor Vehicles regulations and the regulations of the CA Bureau for Private Postsecondary Education (BPPE) and for the West Sacramento campus, the regulations of the Accrediting Commission for Career Colleges & Schools (ACCSC).

## WTS ADMINISTRATIVE & FINANCIAL SERVICES & POLICIES

### WTS Financial Services Processes/Policy:

Financial services are provided at each campus. Initial financial information is provided during the admissions processes as well as through the Enrollment processes. Please see your local campus personnel for information and direction regarding tuition, tuition payments, available loan options and timelines for payment. Once a student has been enrolled, the Financial Services Administrator at the West Sacramento campus has primary responsibility for maintaining student financial records in collaboration with the student's local campus.

### WTS Funding Policies {Ed Code §94909 (a) (10)} (Revised 11/2016)

Western Truck School (WTS) 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 (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 (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.

***(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 and during the actual/formal Enrollment process following the WTS Transfer of Credit policies.)***

### WTS Enrollment Agreement Policy: 5 CCR §71810 (b); {Ed Code §94909 (a)} (Revised 12/2016)

Processes/Procedures:

An Enrollment Agreement (EA) is processed when the applicant is determined to be qualified for training, has completed all admissions requirements/directives/steps, financial obligations are fully addressed/identified, requests for transfer have been addressed and the applicant's start date is within a reasonable time period of the signing of the Enrollment Agreement (i.e., EA signed and all acknowledgements within the Enrollment Agreement initialized by the applicant). A reasonable time period may include the day of the class start. The completed Enrollment Agreement with required signings by the applicant is forwarded to the West Sacramento Financial Services Administrator for final review and approval, after which the President or COO of Western Truck School or an appropriate designee signs the Enrollment Agreement. After which, the Enrollment Agreement is complete. A "Notice of Student Rights to Cancel" informing the students of their right to cancel the Enrollment Agreement is communicated to each student and additionally submitted to each student prior to enrollment. The "Notice of Student Rights to Cancel" is additionally published in the WTS Student Catalog (see page 42) and included in the WTS Enrollment Agreement. Upon signing all required documents, students receive copies of all documents signed, including the Enrollment Agreement.

***Veterans: The Complete VETERANS TITLE 38 PROOF OF ISSUE Criteria related to transfer of credit, refunds, student progress, documentation and so forth, is provided at the end of this catalog along with the TITLE 38 PROOF OF ISSUE FORM: For Veterans, the "Proof of Issue" form will be completed prior to the signing of an Enrollment Agreement.***

### WTS Student Records Management & Policies: {Ed Code §94909 (b)} (Revised 11/2016)

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 Student record contains information such as Student Name & Contact, Title of Training/Program, Admissions & Enrollment, Evaluation of Transfer Request (if applicable), Financial, Attendance, Assessments/Grades, Training/Program Completion Date/or Date of Withdrawal/Termination, Student Advisement and Career Services/Placement.

Financial records are maintained for each student at the West Sacramento Main Campus. The Financial Records provide a complete record of tuition charges, payments, refunds, financial transactions and dates of financial activity. These records 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 COO or an appropriate designee. In the event of a School closure, the appointed Custodian of Records as required by the California Education Code would maintain student records ([http://www.bppe.ca.gov/students/custodian\\_records.shtml](http://www.bppe.ca.gov/students/custodian_records.shtml)).

WTS Student Record Confidentiality Rights/FERPA: (Revised 12/2016):

The rights of students to inspect their individual records are in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), Public Law §93.380, as amended (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>). Students may inspect their records at any time; however, a student must submit a signed request to the School that gives permission for an individual identified by the student, to view that student's records. During the New Student Orientation, students are provided a copy of this request form that is also available at any time by requesting such from a School administrator.

WTS 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.
- Academic GPA
- Clock Hours Completed.
- Attendance (Days Absence).
- Student Status (Graduated, Withdrawn, Terminated).
- Registrar's Signature/Date.

Transcripts are available to any student, current or past, upon request and at no cost. Requests shall be sent to the West Sacramento Financial Services Administrator either by email and/or land mail. Requests must include the student's name, program enrolled in, time period enrolled, a current telephone number/contact information and the request must be signed and dated by the student whose information is being requested. A transcript request form is available on the WTS website.

Email requests:

[maryh@westerntruckschool.com](mailto:maryh@westerntruckschool.com)

Land mail requests:

*Mary Hagerty*

*Western Truck School*

*3990 Industrial Blvd*

*West Sacramento, CA 95691*

## WTS CAREER/STUDENT SERVICES & POLICIES

(Revised 12/2016)

WTS Career Services/Placement Policies [5 CCR 76215 (a)] {Ed Code §94909 (a) (13)}: (Revised 11/2016)

***Note: 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.***

All students, present and past, are eligible to use these services.

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 students 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.

**WTS 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 WTS as they understand the benefits of hiring well-trained entry-level drivers.

**WTS Dormitory/Housing Policy:** (Revised 11/2016)

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 referrals section below. Commercial local housing is available at a reasonable distance from each campus with a cost range from around \$34-\$150 per night.

**WTS Referrals for Community Services & Other Resources:**

See your campus-based Career Services/Student Services representative for more information on available resources in your locale.

West Sacramento		Bakersfield		Spring Valley/San Diego County	
<b>Medical</b>		<b>Medical</b>		<b>Medical</b>	
Mental Health Department 1600 9 <sup>th</sup> Street Sacramento, CA 95814-6434	916-645-3839	Mental Health Administration 3300 Truxton Ave. Ste. 100 Bakersfield, CA 93301	661-868-6600	County of San Diego 3177 Ocean View Blvd San Diego, CA 92113-1432	619-595-4400
The Effort 8233 E Stockton Blvd, Ste. D Sacramento, CA 95828	916-368-3080	Professional Counseling 238 18 <sup>th</sup> Street Bakersfield, CA 93301	661-327-1245	Nicole Dockter LCSW 1767 Grand #4 San Diego, CA 92109	619-318-5012
Mercy General Hospital 4001 J Street Sacramento, CA 95819	916-453-4545	San Joaquin Community Hospital 2615 Chester Ave. Bakersfield, CA 93301	661-395-3000	Sharp Grossmont Hospital 5555 Grossmont Drive La Mesa, CA 91942	619-740-6000
Sacramento Occupational Medical 1550 Harbor Blvd, Ste. 110 West Sacramento, CA 95691	916-372-9893	Substance Abuse (SAP) Tina Dedstron	559-392-0817	Professional Curriculum 4626 Mercury Street San Diego, CA 92111	858-292-4040
Substance Abuse (SAP) Jim Sellers	(916) 202-9865	Mental Health Administration 3300 Truxton Ave. Ste. 100 Bakersfield, CA 93301	661-868-6600	County of San Diego 3177 Ocean View Blvd San Diego, CA 92113-1432	619-595-4400
<b>Housing</b>		<b>Housing</b>		<b>Housing</b>	
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	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	Super 8 El Cajon 471 North Magnolia Ave El Cajon, CA 92020 (\$55/day)	619-447-3999
Ramada Inn 1250 Halyard Drive West Sacramento, CA 95691 (\$75/day plus tax; \$392/weekly)	916-371-2100	Travelodge Inn 1011 Oak Street Bakersfield, CA 93304 (\$49.99/day; \$300/week; \$1200/month)	661-325-0772	Heritage Inn La Mesa 7851 Fletcher Pkwy La Mesa, CA 91942 (\$56.99/day; \$63.49/weekend) (\$384.93/weekly)	619-698-9444
<b>Social Services</b>		<b>Social Services</b>		<b>Social Services</b>	
Yolo Family Service Agency Email: <a href="mailto:info@yfsa.net">info@yfsa.net</a>	530-662-2211	All Homecare 31 H Street Bakersfield, CA 93304	661-323-0001	Substance Abuse (SAP)	619-507-5590
		ABC Pre-School Academy	661-589-2502	LDS Family Services 5675 Ruffin Rd Ste. 325 San Diego, CA 921123	858-467-9170

<b>Transportation</b>		<b>Transportation</b>		<b>Transportation</b>	
Yolo Bus	916-371-2877 530-666-2877	Golden Empire Travel 1830 Golden State Ave Bakersfield, CA 93301	661-869-2438	Metropolitan Transportation System	619-233-3004

## WTS STUDENT CODE of BEHAVIOR POLICIES

### WTS Student Conduct Policies: (Revised 11/2016)

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 staff or their instructors, 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. Violations of the following activities at or around Western Truck School facilities and equipment may be cause for immediate disciplinary action and/or 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 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 during instruction.

Students are provided copies of Western Truck School Rules and Regulations for their review on their first day of class to remind them of the School's policies that are published in this Student Catalog. (Revised 11/2016)

### Student Dress Code Policy: (Revised 11/2016)

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 or non-dress slacks, t-shirts/shirts, sweatshirts/pullovers, and comfortable closed toed shoes or working boots. Students may wear hats that do not obstruct sightlines. Students are to be clean and neatly groomed. Clothing cannot be labeled with inappropriate language and/or graphics/pictures of an objectionable nature. We suggest that you wear work type clothing to field classes since there is 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 to prevent obstruction of personal sightlines.

## WTS ACADEMIC PROGRAM POLICIES

(Revised 12/2016)

### WTS Clock Hour vs Credit Hour Policy: {5 CCR §71810 (b)} (Revised 11/2016)

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 21-37 for more detailed program information.

### WTS Program Scheduling Policies: (Revised 11/2016)

Noted previously, Western Truck School's (WTS) schedules are planned two years in advance. Any revisions to scheduling will be forwarded to the student in order to make any necessary adjustments. Noted previously, WTS 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 make-up days for holiday closure times. Class times and/or graduation dates may be extended to accommodate class schedules when necessary.

### WTS Class Schedules Policy (Revised 12/2016)

Western Truck School offers day, evening and weekend classes depending on program choice. Class periods per program are as follows:

Class Format	Days of Week	Class Times	Daily Clock Hours	Lunch/ Meal Time	10 Minute Breaks
All Class A (Day)	M-Th	6am-5pm	10	60 Minutes	2
All Class A Weekend	Sat-Sun	6am-5pm Or 7am-6pm	10	60 Minutes	2
All Class A Evening	M-F	5:30pm-11pm	5	30 Minutes	1
Weekly Special Programs (4 Day)	M-Th	6am-5pm Or 7am-6pm	10	60 Minutes	2
Weekly Specials (continued) (5 Day)	M-F	8am-5pm	8	60 Minutes	2
Special Certificate/Continuing Education/ Additional Training Programs	M-Sun	Dependent Upon Type of Training & Availability	2-4+	NA	NA

WTS Typical Scope & Sequence of Trainings Offered (Revised 12/2016)

- The first 40 clock hours of the 160/180/330/640 clock hour programs consist of mostly classroom training (e.g., first week of Day Classes, first two weeks of Evening Classes & the first two weekends of Weekend Classes).
- The 160/180 clock hour Day classes are in session for 4 days per week for 10 hours per day.
- The 330/640 clock hour Day classes are in session for 4 days per week for 10 hours per day for the first 160 clock hours. Afterward, these programs move to 4 days per week for 8 hours per day schedule for the remaining portion of those programs.
- 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).
- All Evening classes are in session for 5 days per week for 5 ½ hours per night.
- All Weekend classes are in session on Saturdays and Sundays for eight (8) weekends for 10 hours per day.
- All Day/Weekend Class Meals & Break Times: Two 10 minute breaks per day/One 60 minute lunch period per day.
- All Night Class Meals & Break Times: One 10 minute break per night/One 30 minute meal period per night.
- All 4 clock hour Certificate/Specialized Trainings may include 1 clock hour of classroom instruction--dependent upon type of training.

WTS Class Size & Student to Instructor Ratios (Revised 12/2016)

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*  
(Revised 12/2016)

<b>PROGRAMS</b>	<b>STUDENTS</b>	<b>INSTRUCTOR</b>
160/180/330/640 Clock Hour Programs: Initial Classroom Instruction	20	1
160/180/330/640 Clock Hour Programs Pre-Licensure Yard Skills Training per Truck	4	1
160/180/330/640 Pre-Licensure Clock Hour Programs Per Over-the-Road Training per Truck	4	1
330/640 Clock Hour Programs Post Licensure Classroom Trainings	4	1
330/640 Clock Hour Programs Post- Licensure Yard Skills Training per Truck	4	1
330/640 Post-Licensure Clock Hour Programs 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*

<b>PROGRAM CLASS SIZES</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
160/180 Clock Hour Programs	3	4 per Truck
330-640 Clock Hour Programs	1 (with COO special permission)	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 Distance Learning Policy: {5 CCR §71770 (c)} (Revised 11/2016)

Western Truck School does not offer nor does it plan to offer distance learning programs or trainings.

WTS English Language Instruction/English as a Second Language Instruction (ESL) Policies: {5 CCR §71810 (b) (4)}/{5 CCR §71810 (b) (5)} (Revised 11/2016)

All instruction at Western Truck School 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.

WTS Independent Study Policy:

Western Truck School does not have an Independent Study policy nor does it permit Independent Study for any of its trainings.

## WTS STUDENT ATTENDANCE POLICIES

{Ed Code §94909 (a) (8) (D)} (Revised 11/2016)

Attendance Requirements

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.

WTS 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. 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 on the end date of your WTS program as identified in your Enrollment Agreement. Your benefits will not extend, even you decide to extend your program to take advantage of the WTS Maximum Time Frame Policy (Revised 12/2016)*

WTS 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.

*For WTS withdrawal/termination information see Withdrawals/Termination Policies and/or Withdrawal/Termination Refund Policies pages 19 & 43.*

## WTS STUDENT SATISFACTORY ACADEMIC PROGRESS POLICIES (SAP)

{5 CCR §71810 (B) (8)} (Revised 21/2016)

Grading Scale: (Revised 11/2016)

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*

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

WTS Grade Point Average Policy: (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 chart/rubric below and result in a 4.0 Grade Point Average (GPA).

*GRADE POINT AVERAGE (GPA)*

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

WTS 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.

WTS Satisfactory Progress Policy: (Revised 11/2016)

To be considered making acceptable progress, a student must achieve a minimum 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 to 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.

WTS Student Assessment/Evaluation Intervals: (Revised 11/2016)

Assessment/Evaluation occurs daily and grades are posted weekly in student records. Assessments include tests/quizzes/exams and evaluation of skill sets. Formal assessments occur at quarterly intervals for all programs other than the 40 Clock Hour programs and Certificate Programs. Students are advised daily of their progress and of any deficiency in performance as well. In the case of a deficiency, an instructor will provide more focused training or develop a plan with the student to overcome a deficiency and document the process.

WTS Probation Policies: {Ed Code §94909 (a) (8) (C)} (Revised 9/2016)

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.

<b>Programs</b>	<b>Probationary Period</b>
160/180/330/640 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 9/2016). 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.

WTS Incomplete Policy: (Revised 9/2016)

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.*

WTS Make Up Work Policy: (Revised 9/2016)

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.*

WTS Re-Enrollment/Roll-Over Policies: (Revised 12/2016)

Under certain circumstances such as:

- Life circumstances or “Acts of God or Nature;” or
- As a result of consultation with a student, the TC, the School Director, and a funding agency, if appropriate; or
- In a circumstance where a student was unable to pass the DMV Commercial Driver License (CDL) Permit test after three attempts and ineligible to participate in behind the wheel training;

A student may be rolled over into another cohort/class where possible (i.e., re-enrolled into an existing class or one that will start in the future). Such action would entail the processing and signing of a new Enrollment Agreement. If a student is rolled over into an ongoing class, the student’s attendance and assessments to date would be transferred into that class. Tuition/funding would also transfer under the new Enrollment Agreement. For students who failed the DMV CDL Permit examination after three attempts, the student’s funding would transfer under the new Enrollment Agreement; however, the student would be responsible for all fees related to obtaining another DMV CDL Permit. For more information, please see your admissions representative

WTS Withdrawal/Termination Policies (Revised 11/2016)

The student has the right to withdraw from a class and/or terminate a program enrollment in a WTS program at any time. The official withdrawal and/or termination date shall be the last date of attendance, not the date the student communicated his/her intention to terminate his/her enrollment unless such occurs on the same date.

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.

***For more WTS withdrawal/termination information see Withdrawals/Termination Refund Cancellation/Calculation Policies Pages 19, 42-44 of the Student Catalog.***

WTS Graduation & Completion Award Policies: {5 CCR §71810 (b)} (Revised 11/2016)

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. 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 programs and trainings. WTS does not offer educational programs leading to a degree.

WTS Complaint/Grievance/Appeals Policies:

Students seeking redress shall have the opportunity to lodge a formal complaint, grievance and/or formally appeal a decision by submitting the requisite form from administrative personnel and/or a Training Coordinator at each campus (e.g., the WTS Complaint/Appeals Form or

by moving through the State of CA BPPE process or the Accrediting Commission for Career Schools & Colleges process that is additionally available for West Sacramento students, only).

Appealing a determination made by Western Truck School (WTS) for violation of WTS Academic Policies may be related to Attendance, Satisfactory Academic Progress and/or an appeal related to final grades/program completion. Formal Academic Appeals must proceed as follows:

- Appeal must:
  - Be submitted within five (5) days of adverse determination;
  - Specify the academic issue/circumstance being appealed; and
  - Identify the resolution sought by the student.
- The Appeal is submitted to a WTS administrator (e.g., admissions, career services and/or a training coordinator) who will then forward the Appeal to the WTS COO for consideration by the COO and the Appeals Committee (e.g., the COO, the campus-based Branch Manager for Bakersfield and Spring Valley if not an Appeal by a West Sacramento student, admissions/career services administrators and the campus-based training coordinator).
- Once an appeal has been filed, the original adverse determination will be placed on hold until such time that the Appeal process has been completed.
- The Appeals Committee determination will be final.
- If the Appeal is denied, the date of the final determination is the date after which the student will not be charged for any attendance, and if applicable, the date that determines a refund calculation attendance end date.

### **WTS INSTRUCTOR POLICIES & INSTRUCTIONAL STAFF**

{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 and appropriate CA Commercial Driver’s License for the training being taught, 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 and annually for appropriateness, abilities and ongoing professional development.

*Instructional Staff per Campus:*

(Revised 2/2016)

*WEST SACRAMENTO (WS)*

<i>Name</i>	<i>Position</i>
Judy McKenzie	Training Coordinator WS & SD
Tanya Box	Instructor
Martin Ambers	Instructor

*BAKERSFIELD (BK)*

<i>Name</i>	<i>Position</i>
Rex Childers	Training Coordinator/CVTA Master Instructor
Brad Bell	Instructor
Randell Boggs	Instructor
	Instructor

*SPRING VALLEY/SAN DIEGO (SD)*

<i>Name</i>	<i>Position</i>
Jim “Jim” Brady	CVTA Master Instructor
Tanya Glover	Instructor
Terry Hahn	Instructor

## WTS TRAINING EQUIPMENT & RESOURCES

### WTS Training Equipment & Policies (Revised 12/2016)

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.

### WTS Training Equipment per Campus

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:

<b>WEST SACRAMENTO</b>				<b>BAKERSFIELD</b>				<b>SPRING VALLEY/SAN DIEGO COUNTY</b>			
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 BASIC PROGRAM REQUIREMENTS & CDL DEFINITIONS

{Ed Code §94909 (a) (5)} (Revised 12/2016)

### General Admissions Information Summary: {Ed Code §94909 (a) (6)}

- Secondary school diploma or equivalency, or passing scores on a federally approved ability to benefit examination.
- 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)
- **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 a program or training, 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.

### Commercial Driver License Definitions: California Commercial Driver Handbook: [https://www.dmv.ca.gov/web/eng\\_pdf/comhlhdbk.pdf](https://www.dmv.ca.gov/web/eng_pdf/comhlhdbk.pdf)

- **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 12/2016)

### **160 CLOCK HOUR: “CLASS A COMMERCIAL DRIVER PROGRAM” (CDLA)** (Revised 12/2016)

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

#### **Scope/Sequence/Learning Objectives of Program:**

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 postsecondary education designed for adults to achieve the necessary skills needed for gainful employment as a commercial driver.

During the initial enrollment process, Career Services Personnel will advise students of the benefits of seeking a “pre-hire” from a trucking company and will be asked to submit a pre-hire application for such to a variety of companies. Acceptance of a student’s pre-hire application by a company does not in any way contractually bind a WTS student to employment with that company. However, a company’s acceptance of a pre-hire application does give that application preference over others seeking employment with that company (e.g., the pre-hire acceptance indicates that person has completed the initial steps in making application to that company and that company has reviewed and determined that pre-hire to be acceptable for employment).

Initially, all students attend 40 clock hours of mostly classroom training covering such Commercial Driver License (CDL) Handbook Rules & Regulation topic areas that include 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 occasionally taken into the training 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 and successfully pass the CDL Class “A” Driver’s Permit test.

***Note: Students must have obtained a CDL Class A Permit and successfully pass the required drug screen prior to engaging in any operational activities with WTS equipment. 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 that comprise the next 120 clock hours of the total 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 training yard; and a combination of driving practice at a range area, as well as on city, highway, and freeway driving once yard skills have been achieved at an acceptable level. Skill sets are evaluated daily and deficiencies in knowledge & skill sets are addressed daily in that students are continuously advised of deficiencies and provided extra instruction to remove deficiencies. The final day of the program includes a “Capstone” component of the program. This component provides full review of learning objectives, driving practice and preparation for DMV testing.

The practical components of the program help the student driver enhance competency levels related to classroom instruction and learned yard/field skill sets, especially skills sets focused on safe and defensive driving. Accordingly, general knowledge acquisition and required skill set practice are extensively covered throughout the field training in preparation for taking the DMV test for a Class “A” commercial 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 prior to completion of the training.

After completion of the 160 clock hour program, students are taken to the CA Department of Motor Vehicles Commercial test site for the Class “A” Commercial Drive License (CDL) knowledge/skills and driving test. If an Endorsement(s) has been identified on a student’s 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 Commercial 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 chart on page 48.

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

<b>SCOPE &amp; SEQUENCE OF PROGRAM</b>	<b>CLOCK HOURS</b>
<b>CLASSROOM/LECTURE CLOCK HOURS</b>	
Orientation:	2.0
CDL Training:	
• Logging In/Hours of Service & Trip Planning/ELDs	8.0
• CSA (Compliance/Safety/Accountability): The Basics/Basic Business Practices	5.0
• Pre-Trip Inspections (Control Systems/Vehicle Systems/Vehicle Inspection/Basic Controls/Coupling & Uncoupling/Doors/Lights/ Electrical Systems/Braking Systems/Undercarriages/Axels/ Tires/Frames/Diagnosing & Reporting Concerns/Preventative Maintenance and so forth)	10.0
• Air Brakes & Braking (Brake Systems/Basic Control/DMV Benchmarks)	5.0
• Defensive Driving (Speed Management/Space Management/Emergency Maneuvers/Night Driving)	4.0
• DOT (Department of Transportation) Safety Regulations/Procedures (Driving Intoxicated/Railroad Crossing/Vehicle Weight, Length\, Height Issues/Adornments/Cargo Issues/Hazardous Materials/Accident Procedures	5.0
• DMV Permit Test Prep	1.0
<b>TOTAL CLASSROOM/LECTURE CLOCK HOURS:</b>	<b>40.0</b>
<b>YARD/FIELD CLOCK HOURS</b>	
Vehicle Inspection (Pre-Post Trip):	
• Coupling/Uncoupling (Semis/Doubles)	5.0
• Around the Truck	10.0
• In the Cab	5.0
• Brake Adjustment/Brake Test	5.0
Backing:	
• Straight Line Backing	10.0
• Offset 90 Degrees	10.0
• Skilled Backing Maneuvers	10.0
Shifting:	
• Double Clutching	10.0
• Up Shifting	10.0
• Down Shifting	10.0
Driving Skills:	
• Turns (L/R) & Mirrors	5.0
• Braking & Shifting	5.0
• Lane Positioning/Bike Lanes	5.0
• Parking (Safety Procedures/Diagonal Parking/Parallel Parking/Emergency Parking)	5.0
• Safe Driving (Railroad Crossing/Scanning for Hazards/Defensive Driving)	5.0
Practical Driving Skills Capstone Review	10.0
<b>TOTAL YARD/FIELD CLOCK HOURS:</b>	<b>120.0</b>
<b>TOTAL PROGRAM CLOCK HOURS:</b>	<b>160.0</b>

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.

*Note: The initial CDL Permit fee and two DMV drive tests are included in the cost of the program. After three DMV test failures, individuals must obtain another/new Permit if they desire to continue seeking a Commercial Driver License (CDL); however, the School is not responsible for such subsequent fees nor contractually obligated to provide further training in such cases.  
Please contact WTS Admissions personnel for further information.*

**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 CalVet eligible programming)*

Note: This program is an extension of the 160 Clock Hour Class A Commercial Driver Program that extends the program by 20 Clock Hours of additional training for a total of 180 clock hours.

Scope/Sequence/Learning Objectives of Program:

The program is a 5-Week Day Program, a 7-Week Night Program, or a 9-Week Weekend Program. It is comprised of classroom and field training that total 180 clock hours. Conventional tractors, trailers are used for training, and all equipment fully complies with Federal, State and Local regulations. Training is postsecondary education designed for adults to achieve the necessary skills needed for gainful employment as Class “A” commercial driver license with a Safety Certification.

During the initial enrollment process, Career Services Personnel will advise students of the benefits of seeking a “pre-hire” from a trucking company and will be asked to submit a pre-hire application for such to a variety of companies. Acceptance of a student’s pre-hire application by a company does not in any way contractually bind a WTS student to employment with that company. However, a company’s acceptance of a pre-hire application does give that application preference over others seeking employment with that company (e.g., the pre-hire acceptance indicates that person has completed the initial steps in making application to that company and that company has reviewed and determined that pre-hire to be acceptable for employment).

Initially, all students attend 40 clock hours of mostly classroom training covering such Commercial Driver License (CDL) Handbook Rules & Regulation topic areas that include 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 occasionally taken into the training 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 and successfully pass the CDL Class “A” Driver’s Permit test.

***Note: Students must have obtained a CDL Class A Permit and successfully pass the required drug screen prior to engaging in any operational activities with WTS equipment. 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 that comprise the next 140 clock hours of the total 180 clock hour program (i.e., the next four weeks of the five week Day program, or the next six weeks of the Night program or the Next eight weeks of the Weekend 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 training yard; and a combination of driving practice at a range area, as well as on city, highway, and freeway driving once yard skills have been achieved at an acceptable level. Skill sets are evaluated daily and deficiencies in knowledge & skill sets are addressed daily in that students are continuously advised of deficiencies and provided extra instruction to remove deficiencies. The final day of the program includes a “Capstone” component of the program. This component provides full review of learning objectives, driving practice and preparation for DMV testing.

The “Extended” portion of the Program includes an additional 20 clock hours of training/practice prior to taking the DMV test. This additional training provides the student with a more comprehensive final review of a student’s knowledgebase and skill set competencies due to the extra time allotted (i.e., two more days of training prior to DMV testing).

The practical components of the program help the student driver enhance competency levels related to classroom instruction and learned yard/field skill sets, especially skills sets focused on safe and defensive driving. Accordingly, general knowledge acquisition and required skill set practice are extensively covered throughout the field training in preparation for taking the DMV test for a Class “A” commercial 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 prior to completion of the training.

After completion of the 180 clock hour extended program, students are taken to the CA Department of Motor Vehicles Commercial test site for the Class “A” Commercial Drive License (CDL) knowledge/skills and driving test. If an Endorsement(s) has been identified on a student’s 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 Commercial 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 chart on page 48. Students successfully completing the extended program will have engaged in more focused practical training as well as will be awarded a WTS Diploma and the WTS Safety Certificate.



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

<b>SCOPE &amp; SEQUENCE OF PROGRAM</b>	<b>CLOCK HOURS</b>
<b>CLASSROOM/LECTURE CLOCK HOURS</b>	
Orientation:	2.0
CDL Training:	
• Logging In/Hours of Service & Trip Planning/ELDs	8.0
• CSA (Compliance/Safety/Accountability): The Basics/Basic Business Practices	5.0
• Pre-Trip Inspections (Control Systems/Vehicle Systems/Vehicle Inspection/Basic Controls/Coupling & Uncoupling/Doors/Lights/ Electrical Systems/Braking Systems/Undercarriages/Axels/ Tires/Frames/Diagnosing & Reporting Concerns/Preventative Maintenance and so forth)	10.0
• Air Brakes & Braking (Brake Systems/Basic Control/DMV Benchmarks)	5.0
• Defensive Driving (Speed Management/Space Management/Emergency Maneuvers/Night Driving)	4.0
• DOT (Department of Transportation) Safety Regulations/Procedures (Driving Intoxicated/Railroad Crossing/Vehicle Weight, Length\, Height Issues/Adornments/Cargo Issues/Hazardous Materials/Accident Procedures	5.0
• DMV Permit Test Prep	1.0
<b>TOTAL CLASSROOM/LECTURE CLOCK HOURS:</b>	<b>40.0</b>
<b>YARD/FIELD CLOCK HOURS</b>	
Vehicle Inspection (Pre-Post Trip):	
• Coupling/Uncoupling (Semis/Doubles)	5.0
• Around the Truck	10.0
• In the Cab	5.0
• Brake Adjustment/Brake Test	5.0
Backing:	
• Straight Line Backing	10.0
• Offset 90 Degrees	10.0
• Skilled Backing Maneuvers	10.0
Shifting:	
• Double Clutching	10.0
• Up Shifting	10.0
• Down Shifting	10.0
Driving Skills:	
• Turns (L/R) & Mirrors	5.0
• Braking & Shifting	5.0
• Lane Positioning/Bike Lanes	5.0
• Parking (Safety Procedures/Diagonal Parking/Parallel Parking/Emergency Parking)	5.0
• Safe Driving (Railroad Crossing/Scanning for Hazards/Defensive Driving)	5.0
• Driving Evaluation (Identify Areas for Enhanced Learning/Practice)	20.0
Practical Driving Skills Capstone Review	10.0
<b>TOTAL YARD/FIELD CLOCK HOURS:</b>	<b>140.0</b>
<b>TOTAL PROGRAM CLOCK HOURS:</b>	<b>180.0</b>

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.

*Note: The initial CDL Permit fee and two DMV drive tests are included in the cost of the program. After three DMV test failures, individuals must obtain another/new Permit if they desire to continue seeking a Commercial Driver License (CDL); however, the School is not responsible for such subsequent fees nor contractually obligated to provide further training in such cases.*

*Please contact WTS Admissions personnel for further information.*

**180 CLOCK HOUR: “CLASS A/P COMBINED COMMERCIAL DRIVER PROGRAM” (COMBINED CLASS A PROGRAM & PASSENGER ENDORSEMENT) (CDLAP)** (Revised 12/2016)

*(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)*

Note: This program extends the 160 Clock Hour Class A Commercial Driver Program by 20 Clock Hours to include Passenger Endorsement (P) training. The A/P Combined program prepares students for the CA Class A Commercial Driver's License testing and the Passenger Endorsement testing (i.e., this program includes two (2) DMV testing processes, and requires two (2) separate Permits for such).

Scope/Sequence/Learning Objectives of Program:

The program is a 5-Week Day Program, a 7-Week Night Program, or a 9-Week Weekend Program. It is comprised of classroom and field training that total 180 clock hours. Conventional tractors, trailers are used for training, as well as passenger bus. All equipment fully complies with Federal, State and Local regulations. Training is postsecondary education designed for adults to achieve the necessary skills needed for gainful employment as Class "A" commercial driver license with a Passenger Endorsement.

During the initial enrollment process, Career Services Personnel will advise students of the benefits of seeking a "pre-hire" from a trucking company and will be asked to submit a pre-hire application for such to a variety of companies. Acceptance of a student's pre-hire application by a company does not in any way contractually bind a WTS student to employment with that company. However, a company's acceptance of a pre-hire application does give that application preference over others seeking employment with that company (e.g., the pre-hire acceptance indicates that person has completed the initial steps in making application to that company and that company has reviewed and determined that pre-hire to be acceptable for employment).

All students complete the basic 160 clock hour Class A CDL program by initially attending 40 clock hours of mostly classroom training covering such Commercial Driver License (CDL) Handbook Rules & Regulation topic areas that include 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 occasionally taken into the training 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 and successfully pass the CDL Class "A" Driver's Permit test.

***Note: Students must have obtained a CDL Class A Permit and a Passenger Endorsement Permit, and successfully pass the required drug screen prior to engaging in any operational activities with WTS equipment. Additionally, a WTS instructor must be present at all times students are operating WTS equipment.***

After obtaining a the requisite Permits, the student begins the field training portion of the program that is both stationary observation/practice around the truck, and behind-the-wheel operation that comprise the next 120 clock hours of the total 180 clock hour program (i.e., after the first 40 clock hours or the first week of mostly classroom time). 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 training yard; and a combination of driving practice at a range area, as well as on city, highway, and freeway driving once yard skills have been achieved at an acceptable level. Skill sets are evaluated daily and deficiencies in knowledge & skill sets are addressed daily in that students are continuously advised of deficiencies and provided extra instruction to remove deficiencies. The final day of the program includes a "Capstone" component of the program. This component provides full review of learning objectives, driving practice and preparation for Class A DMV testing.

The practical components of the program help the student driver enhance competency levels related to classroom instruction and learned yard/field skill sets, especially skills sets focused on safe and defensive driving. Accordingly, general knowledge acquisition and required skill set practice are extensively covered throughout the field training in preparation for taking the DMV test for a Class "A" commercial 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 prior to completion of the training.

After completion of the 160 clock hour portion of the program, students are taken to the CA Department of Motor Vehicles Commercial test site for the Class "A" Commercial Drive License (CDL) knowledge/skills and driving test. If another Endorsement(s) has been identified on a student's Permit, the student would also be given the opportunity to take a written test on that identified other than "P" Endorsement(s) at that time (e.g., other Endorsements might include Doubles, Hazardous Materials, Tankers and so forth).

***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 Commercial Driver Permit and the "P" Endorsement 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.

Scope & Sequence: Class "P" Passenger Endorsement Component:

This component is available as a 20 clock hour condensed passenger training when combined with the Class "A" Commercial Driver Program. The School's Passenger Bus that is used for training complies with Federal, State and Local regulations. Training is postsecondary

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 Passenger Bus (“P”) Learner’s Endorsement Permit (i.e., a CDL Permit with the “P” Endorsement).**

Training consists of pre-trip/post-trip inspection in the yard (e.g., stationery observation and in/around the passenger bus and inspecting its mechanical and structural components) as well as initial driver training in a passenger bus focused on becoming acquainted with the controls and operating an automatic transmission passenger vehicle. Of note, once a student has moved through the Class A program, that training will provide the student with much familiarity and expertise in moving through the Passenger training (e.g., the general understanding of and experience with pre-post trip inspections, with airbrakes and braking systems and general familiarity with DOT Safety Rules and Regulations, to name a few). Additionally, since the Passenger Bus has an automatic transmission and is of a single body construction (i.e., not two units like a tractor and trailer), the vehicle inspection training and the driving of a passenger bus are not nearly as difficult learning processes as the vehicle inspection and driving of a Class A vehicle. Of note, Passenger Buses are considered Class B vehicles rated more than 26,000 lbs.

The “P” skill sets are focused on passenger bus 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 and preparing students for an entry-level position as a commercial bus driver (i.e., if the student desires to pursue such). However, most students who complete the A/P Combined Program seek employment driving Class A vehicles, but the “P” Endorsement provides students with a fallback option if desired or needed.

After completion of the 20 clock hour Passenger Bus Driver component, students are taken to the Department of Motor Vehicles (DMV) for the **Passenger** skills and driving test for the “P” Endorsement to be added to their Commercial Driver License..

**CLASS A/P COMBINED COMMERCIAL DRIVER PROGRAM OUTLINE (CDLAP)**  
(Class A CDL and Passenger CDL Combined Program--180 Clock Hours)

<b>SCOPE &amp; SEQUENCE OF PROGRAM</b>	<b>CLOCK HOURS</b>
<b>CLASS A CLASSROOM/LECTURE CLOCK HOURS</b>	
Orientation:	2.0
CDL Training:	
• Logging In/Hours of Service & Trip Planning/ELDs	8.0
• CSA (Compliance/Safety/Accountability): The Basics/Basic Business Practices	5.0
• Pre-Trip Inspections (Control Systems/Vehicle Systems/Vehicle Inspection/Basic Controls/Coupling & Uncoupling/Doors/Lights/ Electrical Systems/Braking Systems/Undercarriages/Axels/ Tires/Frames/Diagnosing & Reporting Concerns/Preventative Maintenance and so forth)	10.0
• Air Brakes & Braking (Brake Systems/Basic Control/DMV Benchmarks)	5.0
• Defensive Driving (Speed Management/Space Management/Emergency Maneuvers/Night Driving)	4.0
• DOT (Department of Transportation) Safety Regulations/Procedures (Driving Intoxicated/Railroad Crossing/Vehicle Weight, Length\, Height Issues/Adornments/Cargo Issues/Hazardous Materials/Accident Procedures	5.0
• DMV Permit Test Prep	1.0
<b>TOTAL CLASS A CLASSROOM/LECTURE CLOCK HOURS:</b>	<b>40.0</b>
<b>CLASS A YARD/FIELD CLOCK HOURS</b>	
Vehicle Inspection (Pre-Post Trip):	
• Coupling/Uncoupling (Semis/Doubles)	5.0
• Around the Truck	10.0
• In the Cab	5.0
• Brake Adjustment/Brake Test	5.0
Backing:	
• Straight Line Backing	10.0
• Offset 90 Degrees	10.0
• Skilled Backing Maneuvers	10.0
Shifting:	
• Double Clutching	10.0
• Up Shifting	10.0
• Down Shifting	10.0
Driving Skills:	
• Turns (L/R) & Mirrors	5.0

• Braking & Shifting	5.0
• Lane Positioning/Bike Lanes	5.0
• Parking (Safety Procedures/Diagonal Parking/Parallel Parking/Emergency Parking)	5.0
• Safe Driving (Railroad Crossing/Scanning for Hazards/Defensive Driving)	5.0
• Practical Driving Skills Capstone Review	10.0
<b>TOTAL CLASS A YARD/FIELD CLOCK HOURS</b>	<b>120.0</b>
<b>PASSENGER TRAINING CLOCK HOURS</b>	
Basic Controls/Practical Skill Sets	
• Dashboard/Doors/Lights	2.0
• Pre-Post Trip Inspections	4.0
• Turning/Braking/Stopping/Loading/Unloading/Parking	10.0
• Passenger Safety & Emergency Protocols	4.0
<b>TOTAL PASSENGER TRAINING CLOCK HOURS</b>	<b>20.0</b>
<b>TOTAL YARD/FIELD CLOCK HOURS:</b>	<b>140.0</b>
<b>TOTAL PROGRAM CLOCK HOURS:</b>	<b>180.0</b>

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.

*Note: The initial CDL Permit fees and two DMV drive tests are included in the cost of the program (i.e., for both the Class A & Passenger Permits & related testing). After three DMV test failures for either of the commercial tests, the CA CDL Permits related to the three failures are no longer valid. Therefore, individuals who find themselves in such circumstances must obtain valid Permit(s) if they desire to continue seeking a Commercial Driver License(s). However, the School is not responsible for such subsequent fees nor contractually obligated to provide further training in such cases. Please contact WTS Admissions personnel for further information.*

**330 CLOCK HOUR CLASS A ADVANCED COMMERCIAL DRIVER PROGRAM” (ACDLA)**

**(Includes Class “A” License Training)**

*(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 at this time)*

Scope/Sequence/Learning Objectives of Program:

The program is a 10-week advanced training program (i.e., a program advanced beyond the basic Class A 160 clock hour program).

Classroom and field training total 330 clock hours. Training is postsecondary education designed for adults to achieve a higher level of necessary skill sets for gainful employment and/or for seeking advancement as an entry-level commercial driver.

During the initial enrollment process, Career Services Personnel will advise students of the benefits of seeking a “pre-hire” from a trucking company and will be asked to submit a pre-hire application for such to a variety of companies. Acceptance of a student’s pre-hire application by a company does not in any way contractually bind a WTS student to employment with that company. However, a company’s acceptance of a pre-hire application does give that application preference over others seeking employment with that company when the WTS student has successfully moved through the 330 clock hour program and passed the CA DMV’s Class A commercial license examination (e.g., the pre-hire acceptance indicates that person has completed the initial steps in making application to that company and the company has reviewed the pre-hire application and determined that individual to be acceptable for employment once a Class A commercial license has been obtained).

The 330 Clock Hour Program provides more depth and breadth in its training components than the Class A 160 Clock Hour or the Class A 180 Clock Hour Commercial Driver Programs (e.g., the 330 program is more comprehensive, and also far more extensive in its design). Overall, the curriculum consists of 52 clock hours of basic and advanced classroom instruction sometimes integrated with yard/field instruction, and 278 clock hours of initial and advanced practical experience/training. Each student will also earn a WTS Safety Certificate, as components of the Safety Certificate Course are embedded within the advanced curriculum of the 330 clock hour program.

All classes meet 4 days a week throughout the entire program (see chart below).

- Note, the chart shows that classes meet from 6am to 5pm daily during the first 4 weeks of the program (e.g., 10 clock hour days).
- Note, the chart shows that classes meet from 8am to 4pm daily during the next 5 weeks of the program (e.g., 7 clock hour days).
- Note, the chart shows that classes meet from 8am to 4:30pm daily during the final week of the program (e.g., 7 ½ clock hour days).

<i>Number of Weeks</i>	<i>Days per Week</i>	<i>Class Times</i>	<i>Total Clock Hours Per Day</i>	<i>Total Clock Hours Per Week</i>	<i>Total Clock Hours Per Time Period</i>
Weeks 1-4	4 Day Training Week	M-Th: 6am-5pm	10	40	160
Weeks 5-9	4 Day Training Week	M-Th: 8am-4pm	7	28	140
Week 10	4 Day Training Week	M-Th: 8am-4:30pm	7 ½	30	30
<b>Total Weeks: 10</b>				<b>Total</b>	<b>330</b>

The first week of the program consists of mostly classroom instruction covering Commercial Driver License (CDL) Handbook Rules & Regulation topic areas that include logbooks/hours of service, pre-trip inspections, coupling/uncoupling, combinations, air brakes, DOT safety, defensive driving, and other rules and regulations related to the aforementioned topic areas ([https://www.dmv.ca.gov/web/eng\\_pdf/com1hdbk.pdf](https://www.dmv.ca.gov/web/eng_pdf/com1hdbk.pdf)). Students are occasionally taken into the training yard area for better understanding of the classroom instruction. Classroom training is focused on foundational knowledge acquisition and preparing students for their DMV Permit test. At the end of the first 40 clock hours of training (i.e., the end of the first week), students must go to the Department of Motor Vehicles (DMV) Commercial office and successfully pass the CDL Class “A” Driver’s Permit test.

*Note: Students must have obtained a CDL Class A Permit and successfully pass the required drug screen prior to engaging in any operational activities with WTS equipment. Additionally, a WTS instructor must be present at all times students are operating WTS equipment.*

After obtaining a Class “A” Learner’s Permit, students begin the field training portion of the program that is both stationary observation/practice around the truck, and behind-the-wheel operation that comprise the next 120 clock hours of the total 330 clock hour program (i.e., the next three weeks of the Day program). Yard, range and over-the-road training are the field training components of the program.

Field training focus areas include initial practice with pre-trip inspection/coupling, shifting, braking, turning, backing, docking and parking skills sets in the training yard; and a combination of driving practice at a range area, as well as on city, highway, and freeway driving once yard skills have been achieved at an acceptable level. Skill sets are evaluated daily and deficiencies in knowledge & skill sets are addressed daily. The last day of week four of the program includes a “Capstone” component of the program. This component provides full review of learning objectives, driving practice and preparation for DMV testing (e.g., to gain practical driver experience related to classroom instruction and other yard/field learning objectives, especially skills sets focused on safe and defensive driving).

The training also includes assigned homework on a regular basis, and a field trip to the DMV Commercial testing site prior to a student’s commercial driver license examination. After completion of 160 clock hours of the program (i.e., the first four weeks of the program), students are taken to the CA Department of Motor Vehicles Commercial test site for the Class “A” Commercial Drive License (CDL) Knowledge/Skills and Driving Examination. If an Endorsement(s) has been identified on a student’s 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 CDL Licensure testing since the School must schedule an instructor and make available the appropriate equipment for any DMV test.*

Since DMV appointments for CDL licensure examinations cannot be made until a two-week time period has passed after a student has obtained a Class A Commercial Driver Permit; DMV appointment times are dependent on the timeliness of obtaining a Permit, on the availability of appointment times as set by the DMV and the availability of a WTS instructor and equipment. For more information on DMV appointment times, please seek further information from the campus admissions personnel in your location. For more information on class schedules, please see the WTS training schedule chart on page 48 of the Student Catalog.

As noted previously, the next five weeks of the 330 clock hour program have different start/end times (e.g., 8am to 4pm daily), although the 4-day week training schedule continues. The last week of the program, the 10<sup>th</sup> week, has a different end time for the 4-day week training schedule—8am to 4:30pm. Overall, the final 6 weeks of training include 12 more clock hours of advanced classroom instruction integrated occasionally with yard training, 151.5 more clock hours of advanced yard/field training, and 6.5 clock hours of final evaluations.

Advanced classroom instruction is focused on reviewing Technology in the Cab rules and regulations, CHP-Vehicle Maintenance Protocols, issues related to Living on the Road (health/wellness awareness & truck stop orientation), and Review of the Final Evaluations. Advanced yard/field training components support all classroom instruction by sharpening yard and roadway skill set expertise to advanced levels, and also include training students on Mountain Driving, the use of Chains and by ensuring students are well prepared for Final Evaluations at the end of the program. Successful completion of the 330-clock hour program qualifies the graduate as an advanced solo commercial vehicle operator also holding a value added WTS Safety Certificate. Eligibility for graduation is dependent upon successful completion of all program requirements and compliance with all WTS financial obligations and WTS policies.

**CLASS A ADVANCED COMMERCIAL DRIVER PROGRAM OUTLINE (ACDLA)**  
**(330 Clock Hours: 10 Week Program)**

<b>SCOPE &amp; SEQUENCE OF PROGRAM</b>	<b>CLOCK HOURS</b>
<i>CLASSROOM/LECTURE (Sometimes integrated with Field training)</i>	
Orientation: WTS Policies/CDL Training	2.0
Logging In/Hours of Service & Trip Planning/ELDs	8.0
CSA (Compliance/Safety/Accountability): The Basics	5.0
Pre-Trip Inspections (Control Systems/Vehicle Systems/Vehicle Inspection/Basic Controls/Coupling & Uncoupling/Doors/Lights/Electrical Systems/Braking Systems/Undercarriages/Axels/ Tires/Frames/Diagnosing & Reporting Concerns/Preventative Maintenance and so forth)	10.0
Air Brakes & Braking (Brake Systems/Basic Control/DMV Benchmarks)	5.0
Defensive Driving (Speed Management/Space Management/Emergency Maneuvers/Night Driving)	4.0
DOT (Department of Transportation) Safety Regulations/Procedures (Driving Intoxicated/Railroad Crossing/Vehicle Weight Length Height Issues/Adornments/Cargo Issues/Hazardous Materials/Accident Procedures)	5.0
DMV Permit Test Prep	1.0
Sub-Total: Classroom/Lecture	40.0
<i>ADVANCED CLASSROOM/LECTURE (Sometimes integrated with Field training)</i>	
Advanced Technology in the Cab/ELDs/DOT Regs	2.0
Advanced CHP-Vehicle Maintenance Protocols	5.0
Living on the Road: Health/Wellness Awareness & Truck Stop Orientation	4.0
Advanced Program Final Evaluation Review	1.0
Sub-Total Classroom/Lecture	12.0
<b>TOTAL CLASSROOM/LECTURE CLOCK HOURS</b>	<b>52.0</b>
<i>BASIC YARD/FIELD (Sometimes integrated with Classroom training)</i>	
Fundamental Vehicle Inspection (Pre-Post Trip):	
• Coupling/Uncoupling (Semis/Doubles)	5.0
• In the Cab	5.0
• Around the Truck	10.0
• Brake Adjustment/Brake Test	5.0
Fundamental Shifting Skills:	
• Up Shifting	10.0
• Down Shifting	10.0
• Double Clutching	10.0
Fundamental Braking Skills:	
• Straight Line Backing	10.0
• Offset 90 Degrees	10.0
• Docking Maneuvers	10.0
Fundamental Driving/Parking Skills:	
• Turns (L/R) & Mirrors	5.0
• Braking & Shifting	5.0
• Lane Positioning/Bike Lanes	5.0
• Parking (Safety Procedures/Diagonal Parking/Parallel Parking/Emergency Parking)	5.0
• Safe Driving (Speed & Spacing/Traffic Signals & Signs/Railroad Crossing/Scanning for Hazards/Defensive Driving/Road Conditions/Stopping)	5.0
• Driving Evaluation/DMV Prep (Identify Areas for Additional Learning/Practice)	5.0
Practical Driving Skills Capstone Review	5.0
Sub-Total: Yard/Field:	120.0
<i>ADVANCED YARD/FIELD (Sometimes integrated with Classroom training)</i>	
Advanced Yard Skills: Coupling/Uncoupling/Pre-Trip Inspection/Airbrakes/Shifting/Backing/Basic Controls/Parking/Safety Equipment Checks/Chain Control	80.0
Advanced Driving Skills: Monitoring Controls/Shifting/Braking/Backing/Safe & Defensive Driving/Traffic Signals & Signs/Speed & Spacing/Stopping/Parking.	64.5
Mountain Driving: Weather & Wind Advisories/ Dashboard Gauge/Electronic Systems Monitoring/Shifting/Braking/Backing/Speed & Spacing & Stopping Distances/Weather/Wind Advisories/Emergency-Runaway Truck Ramps/Parking/Emergency Lights.	7.0
Sub-Total Advanced Yard/Field::	151.5
<b>TOTAL BASIC &amp; ADVANCED YARD/FIELD CLOCK HOURS:</b>	<b>271.5</b>
<b>TOTAL CLASSROOM &amp; YARD/FIELD CLOCK HOURS</b>	<b>323.5</b>
<b>ADVANCED PROGRAM FINAL EVALUATION</b>	<b>6.5</b>
<b>TOTAL LECTURE &amp; FIELD &amp; CAPSTONE/PORTFOLIO CLOCK HOURS:</b>	<b>330.0</b>
<b>TOTAL PROGRAM CLOCK HOURS:</b>	<b>330.0</b>

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.

*Note: The initial CDL Permit fees and two DMV drive tests are included in the cost of the program. After three DMV test failures, the CA CDL Class A Permit related to the three failures will become invalid. Therefore, individuals who find themselves in such circumstances must obtain a new valid Permit if they desire to continue seeking a Commercial Driver License(s). However, the School is not responsible for such subsequent fees. Please contact WTS Admissions personnel for further information.*

**640 CLOCK HOUR CLASS A: “MASTER COMMERCIAL DRIVER PROGRAM” (MCDLA)** ((Revised 12/2016)

*(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)*

Scope/Sequence/Learning Objectives of Program:

The program is a 20-week master-level training program that includes classroom, field and externship trainings total 640 clock hours. Western Truck School offers this program as a day program. Training is postsecondary 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 highly skilled professional commercial driver.

During the initial enrollment process, Career Services Personnel will advise students of the benefits of seeking a “pre-hire” from a trucking company and will be asked to submit a pre-hire application for such to a variety of companies. Acceptance of a student’s pre-hire application by a company does not in any way contractually bind a WTS student to employment with that company. However, a company’s acceptance of a pre-hire application does give that application preference over others seeking employment with that company (e.g., the pre-hire acceptance indicates that person has completed the initial steps in making application to that company and that company has reviewed and determined that pre-hire to be acceptable for employment).

Overall, this program provides more depth and breadth than the 160, the 180 and 330 clock hour programs in the comprehensiveness of the curriculum as well as in the extensive practical training aspects of the program that additionally includes an externship. Therefore, the entire curriculum consists of 64 clock hours of mostly classroom instruction sometimes integrated with yard/field instruction, 376 clock hours of yard & field training and a 200 clock hour externship.

**640 Clock Hour Program Training Schedule**

<i>Training Component</i>	<i>Days</i>	<i>Times</i>	<i>Clock Hours Per Day</i>	<i>Clock Hours Per Week</i>	<i>Total Hours</i>	<i>Clock</i>
Week 1-4 (First 4 Weeks)	4 Day Training Week	M-Th: 6am to 5pm	10	40		160
Weeks 5-14 (Next 10 Weeks)	4 Day Training Week	M-Th: 8am to 4pm	7	28		280
<b>Subtotal After 14 Weeks</b>						<b>440</b>
Weeks 15-20 Externship: (Next 6 Weeks)	Training Week TBD	TBD	TBD	TBD		200
<b>Subtotal After Externship Week 20</b>						<b>640</b>
<b>TOTAL Clock Hours</b>						<b>640</b>

The first week of the program consists of mostly classroom instruction covering Commercial Driver License (CDL) Handbook Rules & Regulation topic areas that include logbooks/hours of service, pre-trip inspections, coupling/uncoupling, combinations, air brakes, DOT safety, defensive driving, and other rules and regulations related to the aforementioned topic areas. Students are occasionally taken into the training yard area for better understanding of the classroom instruction. At the end of the first 40 clock hours of training (i.e., the end of the first week), students must go to the Department of Motor Vehicles (DMV) Commercial office and successfully pass the CDL Class “A” Driver’s Permit test.

*Note: Students must have obtained a CDL Class A Permit and successfully pass the required drug screen prior to engaging in any operational activities with WTS equipment. Additionally, a WTS instructor must be present at all times students are operating WTS equipment.*

After obtaining a Class “A” Learner’s Permit, students begin the field training portion of the program that is both stationary

observation/practice around the truck, and behind-the-wheel operation that comprise the next 120 clock hours of the total 640 clock hour program (i.e., the next three weeks of the Day program). Yard, range and over-the-road training are the field training components of the program.

Field training focus areas include initial practice with pre-trip inspection/coupling, shifting, braking, turning, backing, docking and parking skills sets in the training yard; and a combination of driving practice at a range area, as well as on city, highway, and freeway driving once yard skills have been achieved at an acceptable level. Skill sets are evaluated daily and deficiencies in knowledge & skill sets are addressed daily. The last day of week four of the program includes a “Capstone” component of the program. This component provides full review of learning objectives, driving practice and preparation for DMV testing.

The yard/field components of the program permit students to gain practical driver experience related to classroom instruction and other yard/field learning objectives, especially skills sets focused on safe and defensive driving. Accordingly, general knowledge acquisition and required skill set practice are extensively covered in preparation for taking the DMV test for a Class “A” Commercial License. The training also includes assigned homework on a regular basis, and a field trip to the DMV Commercial testing site prior to a student’s commercial driver license examination. After completion of 160 clock hours of the program (i.e., the first 4 weeks of the program), students are taken to the CA Department of Motor Vehicles Commercial test site for the Class “A” Commercial Drive License (CDL) Knowledge/Skills and Driving Examination. If an Endorsement(s) has been identified on a student’s 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 CDL Licensure testing since the School must schedule an instructor and make available the appropriate equipment for any DMV test.***

DMV appointments cannot be made until a two-week time period has passed after a student has obtained a Class A Commercial Driver Permit. Therefore, DMV appointment times are dependent on the timeliness of obtaining a Permit, on the availability of appointment times as set by the DMV and the availability of a WTS instructor and equipment. 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 the WTS training schedule chart on page 48 of the Student Catalog.

***Note: The next 10 weeks of the program have a different start/end time for the 4-day a week training schedule—8am to 4pm daily (i.e., weeks 5-14). A 6-week timeframe is allotted for the Externship program that shall commence within a reasonable time after week 14 (i.e., weeks 15-20).***

Master-level classroom instruction is focused on Advanced Technology in the Cab rules/regulations, resources; Vehicle Maintenance/CHP issues; issues related to Living on the Road (Health/Wellness & Truck Stop Orientation); and Review of the Final Evaluations/program wrap up. Master level yard/field training components support all classroom instruction by sharpening yard and roadway skill set expertise to Master levels; by additionally training students on Mountain Driving and use of Chains, and by ensuring students are well prepared for the Externship experience and Final Evaluation at the end of the program.

### Externship

An Externship is a short-term placement with a company for the purpose of a student gaining real-world, work experience with that company. Students are placed in an Externship after completing their program training at WTS, but not before graduation from their programs. During the program training, the Career Services representative will routinely provide direction and information to the 640 students about the requirements and processes involved in an externship and information about externship sites. WTS Externship Coordinators have responsibility for identifying appropriate externship sites and a site-based Externship supervisor. The WTS Externship Coordinators provide and Externship orientation for the site and site-based supervisor, and routinely inspects the site and observes the externship experience when possible. Selection of a site is a collaborative decision making process between the externship student and the Externship Coordinator. For those students with pre-hire acceptance, WTS Externship Coordinators will make every effort to place an externship student with a company that has already accepted that student as a pre-hire. However, the WTS Externship Coordinators will also provide each externship student with other available externship options, as well.

### Externship Site-Based Supervisors

Identifying an appropriate externship site employee to supervise the WTS externship student at the site, is the responsibility of the WTS Externship Coordinator. The external Site-Based Supervisor will be responsible for mentoring the WTS student and for evaluating the on-the-job performance of the WTS student as prescribed by the WTS Externship written training plan. The External Site-Based Supervisor uses assessment forms provided by WTS for evaluating the Externship Student, and those forms must be submitted back to WTS at specific intervals of the Externship experience as directed. Upon successfully completing an externship, the student returns to WTS to complete his/her program requirements prior to graduation.

Students who successfully complete the 640 clock hour program with an externship enter the job market as highly qualified, entry-level, professional 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 are additionally awarded a WTS Safety Certificate, and that value added training should further enhance each student's opportunities for employment. For more information on class schedules, please see schedule chart on page 48 of the Student Catalog.

**“MASTER COMMERCIAL DRIVER PROGRAM” OUTLINE (MCDIA)**  
(640 Clock Hours: 22 Week Program)

<b>SCOPE &amp; SEQUENCE OF PROGRAM</b>	<b>CLOCK HOURS</b>
<i>CLASSROOM/LECTURE</i>	
Orientation: CDL Training	2.0
Logging In/Hours of Service & Trip Planning/ELDs	8.0
CSA (Compliance/Safety/Accountability): The Basic	5.0
Pre-Trip Inspections (Control Systems/Vehicle Systems/Vehicle Inspection/Basic Controls/Coupling & Uncoupling/Doors/Lights/ Electrical Systems/Braking Systems/Undercarriages/Axels/ Tires/Frames/Diagnosing & Reporting Concerns/Preventative Maintenance and so forth)	10.0
Air Brakes & Braking (Brake Systems/Basic Control/DMV Benchmarks)	5.0
Defensive Driving (Speed Management/Space Management/Emergency Maneuvers/Night Driving)	4.0
DOT (Department of Transportation) Safety Regulations/Procedures (Driving Intoxicated/Railroad Crossing/Vehicle Weight, Length\, Height Issues/Adornments/Cargo Issues/Hazardous Materials/Accident Procedures	5.0
DMV Permit Test Prep	1.0
Sub-Total: Classroom/Lecture	40.0
<i>MASTER LEVEL CLASSROOM/LECTURE</i>	
Technology in the Cab: Internet Based Resources/DOT Regs	3.0
Vehicle Maintenance/BIT Reports/Maintenance Protocols	7.0
Living on the Road: Health/Wellness & Truck Stop Orientation	4.0
Externship Prep: Syllabus Review	6.0
Externship Debriefing/Review	2.0
Final Evaluation Review	2.0
Sub-Total Classroom/Lecture	24.0
<b>TOTAL CLASSROOM/LECTURE CLOCK HOURS</b>	<b>64.0</b>
<i>BASIC YARD/FIELD</i>	
Vehicle Inspection (Pre-Post Trip):	
• Coupling/Uncoupling (Semis/Doubles)	5.0
• Around the Truck	10.0
• In the Cab	5.0
• Brake Adjustment/Brake Test	5.0
Backing:	
• Straight Line Backing	10.0
• Offset 90 Degrees	10.0
• Skilled Backing Maneuvers	10.0
Shifting:	
• Double Clutching	10.0
• Up Shifting	10.0
• Down Shifting	10.0
Driving Skills:	
• Turns (L/R) & Mirrors	5.0
• Braking & Shifting	5.0
• Lane Positioning/Bike Lanes	5.0
• Parking (Safety Procedures/Diagonal Parking/Parallel Parking/Emergency Parking)	5.0
• Safe Driving (Railroad Crossing/Scanning for Hazards/Defensive Driving)	5.0
• Driving Evaluation (Identify Areas for Enhanced Learning/Practice)	5.0
Practical Driving Skills Capstone Review	10.0
Sub-Total: Yard/Field:	120.0
	184
<i>MASTER LEVEL YARD/FIELD</i>	
Vehicle Inspection/CHP BIT Inspections/Maintenance Protocols	7.0
Master Level Yard Skills	100.0
Master Level Driving Skills	100.0
Master Level Mountain Driving	20.0
Master Level Chain Controls	15.0
Final Master Level Evaluations	14.0
Sub-Total Master Level Yard/Field::	256.0
<b>TOTAL BASIC &amp; MASTER LEVEL YARD/FIELD CLOCK HOURS:</b>	<b>376.0</b>
<b>TOTAL PROGRAM CLASSROOM/LECTURE &amp; YARD/FIELD CLOCK HOURS</b>	<b>440.0</b>

<b>EXTERNSHIP CLOCK HOURS</b>	<b>200.0</b>
<b>TOTAL CLASSROOM/FIELD/EXTERNSHIP CLOCK HOURS</b>	<b>640.0</b>
<b>TOTAL MASTER CDL PROGRAM CLOCK HOURS:</b>	<b>640.0</b>

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. See Admission's Department for further information.

**40 CLOCK HOUR: "CLASS A OR B SPECIALIZED/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 9/2016)*

**Scope/Sequence/Learning Objectives of Program:**

These trainings are offered as *one (1) week trainings* consisting of 40 clock hours each on a first-come, first-served basis. These trainings are 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" vehicle Restricted License or Class "B" Unrestricted License for operating a Vehicle that is rated at greater than 26,000 lbs.).

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" Commercial Learner's Permit and have completed the required drug screen, as applicable.

During the initial enrollment process, Career Services Personnel will advise students of the benefits of seeking a "pre-hire" from a trucking company and will be asked to submit a pre-hire application for such to a variety of companies. Acceptance of a student's pre-hire application by a company does not in any way contractually bind a WTS student to employment with that company. However, a company's acceptance of a pre-hire application does give that application preference over others seeking employment with that company (e.g., the pre-hire acceptance indicates that person has completed the initial steps in making application to that company and that company has reviewed and determined that pre-hire to be acceptable for employment).

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" or Class "B" specific), combinations, brakes for Class "B" Restricted, air brakes for Class "A" or Class "B" Unrestricted, DOT safety regulations, defensive driving, health/wellness issues, 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. Accordingly, general knowledge acquisition and required skill sets practice are covered throughout the field training.

***Of note, only the School can make a student's appointment for DMV testing since the School must schedule an instructor and make available the appropriate equipment for any DMV test.***

**CLASS "A" OR "B" SPECIALIZED/ REFRESHER" & CONTINUING EDUCATION TRAINING OUTLINE (CDLAR) (CDLBR)**  
***(40 Clock Hours)***

<b>SCOPE &amp; SEQUENCE OF PROGRAMS</b>	<b>CLOCK HOURS</b>
<b>CLASSROOM/LECTURE</b>	
Orientation	0.0
CDL Training	0.0
DOT/Log Hours of Service	0.0
Air Brake System	0.0
Safety Procedures	0.0
<b>TOTAL CLASSROOM/LECTURE:</b>	<b>0.0</b>
<b>YARD/FIELD</b>	
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

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. See Admissions for training schedules.

**Note: The initial CDL Permit fees and two DMV drive tests are included in the cost of the program. After three DMV test failures, the CA CDL Class A Permit related to the three failures will become valid. Therefore, individuals who find themselves in such circumstances must obtain a new valid Permit if they desire to continue seeking a Commercial Driver License(s). However, the School is not responsible for such subsequent fees. Please contact WTS Admissions personnel for further information.**

**40 CLOCK HOUR: “CLASS B COMMERCIAL DRIVER” & CONTINUING EDUCATION TRAINING (CDLB)** (Revised 9/2016)

**(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.)**

**Scope/Sequence/Learning Objectives of 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” Vehicle Restricted License or Class “B” Unrestricted License for operating a Class “B” Vehicle rated at greater than 26,000 lbs.). 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 Permit) and have completed the required drug screen as well, if applicable.

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, brakes or air brakes for Unrestricted License training, DOT safety standards, 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” COMMERCIAL DRIVER” & CONTINUING EDUCATION TRAINING OUTLINE (CDLB)**  
**(40 Clock Hours: 1 Week Program)**

<b>SCOPE &amp; SEQUENCE OF PROGRAM</b>	<b>CLOCK HOURS</b>
<b>CLASSROOM/LECTURE</b>	
Orientation	0.0
CDL Training	0.0
DOT/Log Hours of Service	0.0
Air Brake System	0.0
Safety Procedures	0.0
<b>TOTAL CLASSROOM/LECTURE:</b>	<b>0.0</b>
<b>YARD/FIELD</b>	
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
<b>TOTAL FIELD HOURS:</b>	<b>40.0</b>
<b>TOTAL PROGRAM HOURS:</b>	<b>40.0</b>

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. See Admissions for training schedules.

***Note: The initial CDL Permit fees and two DMV drive tests are included in the cost of the program. After three DMV test failures, the CA CDL Class A Permit related to the three failures will become valid. Therefore, individuals who find themselves in such circumstances must obtain a new valid Permit if they desire to continue seeking a Commercial Driver License(s). However, the School is not responsible for such subsequent fees. Please contact WTS Admissions personnel for further information.***

**40 CLOCK HOUR: “CLASS P PASSENGER COMMERCIAL DRIVER PROGRAM (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 11/2016)***

**Scope/Sequence/Learning Objectives of Program:**

This program is a *one (1) week, 40 clock hour program/training* offered year round—first-come, first-served basis. The School’s Passenger Bus that is 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 Endorsement Permit (i.e., CDL Permit with the “P” Endorsement) and have completed the required drug screen as well, if applicable.***

During the initial enrollment process, Career Services Personnel will advise students of the benefits of seeking a “pre-hire” from a trucking company and will be asked to submit a pre-hire application for such to a variety of companies. Acceptance of a student’s pre-hire application by a company does not in any way contractually bind a WTS student to employment with that company. However, a company’s acceptance of a pre-hire application does give that application preference over others seeking employment with that company (e.g., the pre-hire acceptance indicates that person has completed the initial steps in making application to that company and that company has reviewed and determined that pre-hire to be acceptable for employment).

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 an automatic transmission passenger vehicle. 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 Passenger Commercial Drive program, students are taken to the Department of Motor Vehicles (DMV) for the **Passenger** 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 PASSENGER COMMERCIAL DRIVER PROGRAM & CONTINUING EDUCATION TRAINING OUTLINE (CDP)  
(40 Clock Hours)**

<i>SCOPE &amp; SEQUENCE OF PROGRAM</i>	<i>CLOCK HOURS</i>
<b>CLASSROOM/LECTURE</b>	
Orientation	0.0
CDL Training	0.0
DOT/Log Hours of Service	0.0
Air Brake System	0.0
Safety Procedures	0.0
<b>TOTAL CLASSROOM/LECTURE:</b>	<b>0.0</b>
<b>YARD/FIELD</b>	
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
<b>TOTAL FIELD HOURS:</b>	<b>40.0</b>
<b>TOTAL PROGRAM HOURS:</b>	<b>40.0</b>

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. See Admissions for training schedules.

***Note: The initial CDL Permit fees and two DMV drive tests are included in the cost of the program. After three DMV test failures, the CA CDL Class A Permit related to the three failures will become valid. Therefore, individuals who find themselves in such circumstances must obtain a new valid Permit if they desire to continue seeking a Commercial Driver License(s). However, the School is not responsible for such subsequent fees. Please contact WTS Admissions personnel for further information.***

**80 CLOCK HOUR “CLASS B/P COMBINED COMMERCIAL DRIVER PROGRAM” & CONTINUING EDUCATION TRAINING (COMBINED CLASS B PROGRAM & PASSENGER ENDORSEMENT PROGRAM) (CDLBP)** *(Revised 11/2016)*

***(This 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.***

**Scope/Sequence/Learning Objectives of Program:**

The program is a 2 Week Day Program, a 2 Week Night Program, or a 4 Week Weekend Program. It is comprised of the following components: The Class “B” Commercial Driver Program, the Class “P” Passenger Commercial Driver Training, the Forklift Training and the WTS Safety Certificate Training. Field and classroom training total 80 clock hours. Conventional tractors, trailers, forklifts and passenger

bus 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 “B” commercial drivers with a Passenger Bus Driver Endorsement (P) and with Forklift and Safety Certifications. Training is offered on a first come, first serve basis dependent upon availability of instructional staff and vehicles.

Appropriate Class “B” equipment will be determined at the time of enrollment, dependent upon the license being sought (e.g., Class “B” Vehicle Restricted License or Class “B” Vehicle Unrestricted License for operating a Class “B” Vehicle rated at greater than 26,000 lbs.). 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 Permit with a “P” Endorsement), and have completed the required drug screen as well, if applicable.

During the initial enrollment process, Career Services Personnel will advise students of the benefits of seeking a “pre-hire” from a trucking company and will be asked to submit a pre-hire application for such to a variety of companies. Acceptance of a student’s pre-hire application by a company does not in any way contractually bind a WTS student to employment with that company. However, a company’s acceptance of a pre-hire application does give that application preference over others seeking employment with that company (e.g., the pre-hire acceptance indicates that person has completed the initial steps in making application to that company and that company has reviewed and determined that pre-hire to be acceptable for employment).

Students attend 80 clock hours of classroom/yard/over-the-road training that includes pre-trip/post-trip inspection in the yard (e.g., stationery observation and in/around Class B, P and forklift vehicles) as well as initial driver training focused on becoming acquainted with the controls and operating Class B/P and Forklift vehicles. Passenger 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. Students additionally earn a WTS Safety Certificate and a Forklift Certificate by completing those components within the combined training.

**REQUIREMENT:** After completion of 80 clock hours of the Class B/P training, students are taken to the Department of Motor Vehicles (DMV) for their tests (i.e., either the Restricted Class B/P or the Unrestricted Class B/P knowledge and driving skills examination). 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/P COMBINED COMMERCIAL DRIVER & PASSENGER ENDORSEMENT PROGRAM OUTLINE (CDLBP)**  
**(80 Clock Hours)**

<i>SCOPE &amp; SEQUENCE OF PROGRAM</i>	<i>CLOCK HOURS</i>
<b>CLASSROOM/LECTURE</b>	
Orientation	1.0
CDL Training:	9.0
• Logs/Hours of Service.	
• Air Brakes.	
• DOT Safety/Safety Procedures.	
• Defensive Driving.	
<b>TOTAL CLASSROOM/LECTURE:</b>	<b>10.0</b>
<b>YARD/FIELD</b>	
Vehicle Inspection:	
• Around Truck/Around the Bus	10.0
• Brake Adjustment	5.0
Backing/Stopping:	
• Skilled Backing & Stopping Maneuvers	10.0
Basic Control:	
• Turns	5.0
• Mirrors	5.0
• Lane Position/Bike Lane Awareness	5.0
• Skilled Stopping/Passenger Pickup & Drop Off.	5.0
• Passenger Safety	5.0
• Moving Back into Traffic Lanes	5.0
• Railroad Crossing/Emergency Stopping	5.0
• Scanning for Hazards	5.0
Forklift Training	5.0
<b>TOTAL FIELD HOURS:</b>	<b>70.0</b>
<b>TOTAL PROGRAM HOURS:</b>	<b>80.0</b>

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. See Admissions for training schedules.

**Note: The initial CDL Permit fees and two DMV drive tests are included in the cost of the program. After three DMV test failures, the CA CDL Class A Permit related to the three failures will become valid. Therefore, individuals who find themselves in such circumstances must obtain a new valid Permit if they desire to continue seeking a Commercial Driver License(s). However, the School is not responsible for such subsequent fees. Please contact WTS Admissions personnel for further information.**

**WTS 4 CLOCK HOUR “FORKLIFT CERTIFICATION COURSE” (FLC)** (Revised 9/2016)

**(This course is offered as “Continuing Education” training with secondary educational objectives that are subset/supplementary trainings of the approved Class A Commercial Driver Program)**

**Scope/Sequence/Learning Objectives of Course:**

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)**

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

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)**

**Scope/Sequence/Learning Objectives of Course:**

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***

<b><i>SCOPE &amp; SEQUENCE OF EVALUATION</i></b>
<b><i>Pre &amp; Post Trip</i></b>
<ul style="list-style-type: none"> <li>• Log book procedures</li> <li>• Cab controls and gauges/appropriate pressures</li> <li>• Mirror procedures</li> <li>• Power train components</li> <li>• Brake systems/components/adjustment</li> <li>• Relevant engines and components</li> <li>• Steering components</li> <li>• Wheels and tire procedures</li> <li>• Identify maintenance procedures</li> </ul>
<b><i>Safe Driving/Defensive Driving Techniques</i></b>
<ul style="list-style-type: none"> <li>• Identify safe driving techniques</li> <li>• Identify load regulations.</li> <li>• Identify low clearances</li> <li>• Identify driving hazards</li> <li>• Identify proper RR crossing procedures</li> <li>• Identify proper emergency stopping</li> <li>• Identify proper emergency parking</li> <li>• Identify hazardous situations</li> <li>• Identify RR crossing procedures</li> <li>• Identify appropriate interaction with policing authorities.</li> </ul>
<b><i>Practical Applications</i></b>
<ul style="list-style-type: none"> <li>• Demonstrate proper shifting/clutching procedures</li> <li>• Demonstrate proper gear usage and recovery</li> <li>• Demonstrate proper use of mirrors</li> <li>• Demonstrate proper use of turn signals</li> <li>• Demonstrate proper procedures for straight backing</li> <li>• Demonstrate proper procedures for 45 degree back-sight side</li> <li>• Demonstrate proper procedures for 90 degree back-sight side</li> <li>• Demonstrate proper procedures for 45 degree back blind-side</li> <li>• Demonstrate proper procedures for parallel parking</li> <li>• Demonstrate proper speed control</li> <li>• Demonstrate proper passing procedures</li> <li>• Demonstrate proper procedure at traffic lights &amp; signals</li> <li>• Demonstrate proper braking procedures</li> <li>• Demonstrate proper procedure at approaching intersections</li> <li>• Demonstrate proper procedures at RR crossings.</li> <li>• Demonstrate proper procedure entering or exiting highways/freeways</li> <li>• Demonstrate defensive driving techniques/skills</li> <li>• Demonstrate safe driving habits overall</li> <li>• Demonstrate proper emergency stopping</li> <li>• Demonstrate proper emergency parking</li> </ul>

***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)*

***Learning Objectives of Training:***

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)*

**Learning Objectives of Training:**

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.

*Notes*

## WTS REFUND AND CANCELLATION & REFUND CALCULATION 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 60% 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 60% 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 9/2016)

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 60% 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 60% 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 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. (Revised 9/2016)

*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.

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

**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.

**WTS CONSUMER INFORMATION POLICIES** *(Revised 12/2016)*

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](http://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](http://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](http://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](http://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](http://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, 8<sup>th</sup> 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



**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](http://www.westerntruckschool.com)

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

**West Sacramento**

<b>Main Campus</b>	<b>Satellite Campus</b>
3990 Industrial Blvd West Sacramento, CA 95691	1925 Enterprise Blvd. 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\***

<b>Bakersfield</b>	<b>Spring Valley (San Diego Area)</b>
Branch Mgr: Rex Childers 5800 State Road #7 Bakersfield, CA 93308	Branch Mgr: Dawn Williams 11902 Campo Road Spring Valley, CA 91978
Phone: (661) 588-4429 Fax: (661) 588-4769	Phone: (619) 670-3384 Fax: (916) 372-8736

{Ed Code §94909 (a) (4)}

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



**WTS 2016 Class Schedule  
160 Clock Hour Program**

**Note:**

- *All 180/330/640 clock hour programs start at same time as 160 clock hour programs, but continue on past the stated 160 clock hour graduation dates.*
- *All 40 clock hour programs (1 week programs), 80 clock hour programs, 4 clock hour trainings, continuing education/certificate trainings and additional training hours are scheduled as rolling start dates To Be Determined (TBD) at time of enrollment.*

<i>DAY CLASSES</i>			<i>NIGHT CLASSES</i>		<i>WEEKEND CLASSES</i>		
<b>Start Date</b>	<b>Grad Date</b>		<b>Start Date</b>	<b>Grad Date</b>		<b>Start Date</b>	<b>Grad Date</b>
01/03/2017	01/26/2017		01/16/2017	02/23/2017		01/21/2017	03/12/2017
01/23/2017	02/16/2017		02/06/2017	03/16/2017		03/04/2017	04/23/2017
02/13/2017	03/09/2017		02/27/2017	04/06/2017		04/15/2017	06/04/2017
03/06/2017	03/30/2017		03/20/2017	04/27/2017		05/27/2017	07/16/2017
03/27/2017	04/20/2017		04/17/2017	05/25/2017		07/08/2017	08/27/2017
04/17/2017	05/11/2017		05/15/2017	06/22/2017		08/19/2017	10/08/2017
05/08/2017	06/01/2017		06/12/2017	07/20/2017		09/30/2017	11/12/2017
05/29/2017	06/22/2017		07/10/2017	08/17/2017		11/04/2017	12/24/2017
06/19/2017	07/13/2017		08/07/2017	09/14/2017		12/16/2017	02/03/2018
07/10/2017	08/03/2017		09/04/2017	10/12/2017			
07/31/2017	08/24/2017		10/02/2017	11/09/2017			
08/21/2017	09/14/2017		10/30/2017	12/07/2017			
09/11/2017	10/05/2017		11/27/2017	01/05/2018			
10/02/2017	10/26/2017						
10/23/2017	11/16/2017						
11/13/2017	12/07/2017						
12/04/2017	12/28/2017						





**WTS TUITION CHARGES**  
*[Ed Code §94909 (a) (9)]*  
**(Effective as of 07/01/2017)**

<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	\$4,995.00	\$4,995.00	\$4,995.00
Class A Commercial Driver Extended Program & Continuing Education Program	180	Day Evening Weekend	\$5,995.00	\$5,995.00	\$5,995.00
Class A/P Combined Commercial Driver Program (Class A Program & Passenger Endorsement Program)	180	Day Evening Weekend	\$5,995.00	\$5,995.00	\$5,995.00
Advanced Commercial Driver Program	330	Day	\$9,995.00	\$9,995.00	\$9,995.00
Master Commercial Driver Program	640	Day	\$12,995.00	\$12,995.00	\$12,995.00
Class B Commercial Driver Program & Continuing Education Program	40	Day	\$3,250.00	\$3,250.00	\$3,250.00
Class A or B Specialized/Refresher Commercial Driver Program & Continuing Education Program	40	Day	\$3,250.00	\$3,250.00	\$3,250.00
Class P Passenger Commercial Driver Program & Continuing Education Program	40	Day	\$3,250.00	\$3,250.00	\$3,250.00
Class B/P Combined Commercial Driver Program & Continuing Education Program (Class B & Passenger Combined)	80	Day Evening Weekend	\$3,950.00	\$3,950.00	\$3,950.00
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	\$125.00	\$125.00	\$125.00

*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 POLICY STATEMENT & WTS EDUCATION BENEFITS POLICIES

(Revised 11/2016)

### 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 on next page, and will be completed prior to signing Enrollment Agreement with Admissions representative.

## WTS VETERAN POLICIES

### Prior Credit for Education/Training:

All Veterans Administration beneficiaries are required to disclose prior postsecondary school attendance, military education and training, and provide official transcripts for such education and training to the appropriate admissions representative in the Western Truck School (WTS) application process. WTS has responsibility for evaluating official transcripts of previous education/training and experience, and has the authority to acknowledge and accept prior educational attainment/learning where appropriate and within the standards set by WTS. Prior to completing the enrollment process, WTS is responsible for informing the applicant of its determinations that, if accepted, may be applied toward completion of a WTS offering. However, at a minimum, all WTS students must complete at least 50% of their program in residency at a WTS campus.

### Enrollment Status & VA Benefit Payments:

WTS, as an eligible provider for Veterans Education Benefits, is required to promptly report changes in the enrollment status of VA beneficiary students to minimize overpayments. Under the Post 9/11 GI Bill, if a School has created the circumstances under which an overpayment has occurred, the School is responsible for refunding the overpayment. Otherwise, overpayments are the responsibility of the student.

### Academic Policies for VA Student Beneficiaries:

All Western Truck School (WTS) students must abide by the same attendance and satisfactory academic progress policies as listed in this catalog. The WTS policies were developed for alignment with Veterans Administration Educational Benefits standards and have been deemed appropriate by CalVets. The Veterans Administration (VA) requires that all VA beneficiary students receiving funds based on their enrollment in a school must complete their education/training program in the standard length of the program. As such, VA beneficiary students must attend class on a regular basis. Students in violation of Western Truck School attendance policies will be notified of such by the WTS VA identified Certifying Official who will additionally and promptly inform the VA Compliance Official's office of such violations/changes in enrollment status (e.g., warning or probation, etc.). Of note, when a VA beneficiary student's enrollment status changes, such change may result in termination of VA benefits. All dismissals and appeal actions by VA beneficiary students shall be reported to the VA Compliance Official by the WTS Certifying Official.



**Title 38  
Veterans – Proof of Issue**

**Address/Location (Check One Below):**

WESTERN TRUCK SCHOOL\_\_\_\_  
3990 Industrial Blvd & 1925 Enterprise Blvd.  
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:\_\_\_\_\_