



STUDENT RESOURCE BINDER



STUDENT RESOURCE BINDER

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ENROLLMENT



Student Catalog



A Division of California Truck School, Inc.

www.westerntruckschool.com

STUDENT CATALOG

All Campuses

Effective Dates: January 1, 2017 through December 31, 2018

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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, 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.acsc.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)

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

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

Programs	Clock Hours	Length	Diploma (D) Certificate (C)	BPPE (CA Bureau Private Postsecondary Education)	CalVets	ACCSC Accredited Campus: West Sacramento
Class A) Commercial Driver Program	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.
(Class A) Commercial Driver Extended Program	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.
Advanced Commercial Driver Program	330	10 Weeks Days	D	Yes	Yes	No
Master Commercial Driver Program	640	16 Weeks Days	D	Yes	Yes	No
Class A/"P" Combined Commercial Driver Program (Class A & Class P)	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.
Class B/"P" Combined Commercial Driver Program (Class B & Class P)	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.
Class B Commercial Driver (40 CH)	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.
Class A or B Specialized/Refresher Program (40 CH)	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.
Class "P" Passenger Commercial Driver Program (40 CH)	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.
Forklift Course (Certification)	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.
WTS Safety Certificate	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.
Additional Training Hours	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.westerentruckschool.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.westerentruckschool.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 (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

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

General Contact Information for ACCSC:

ACCSC

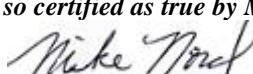
*2101 Wilson Blvd, Suite 302
Arlington, VA 22201*

Website: www.acsc.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. {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

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 or any instructor, or can be accessed online at 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 4th; 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.

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, 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-Traditional 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).

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/fpcbo/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

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	
<i>Medical</i>		<i>Medical</i>		<i>Medical</i>	
Mental Health Department 1600 9 th 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 th 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 Dedstrom	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
<i>Housing</i>		<i>Housing</i>		<i>Housing</i>	
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
<i>Social Services</i>		<i>Social Services</i>		<i>Social Services</i>	
Yolo Family Service Agency Email: info@yfsa.net	530-662-2211	All Homecare 31 H Street Bakersfield, CA 93304 ABC Pre-School Academy	661-323-0001 661-589-2502	Substance Abuse (SAP) LDS Family Services 5675 Ruffin Rd Ste. 325 San Diego, CA 921123	619-507-5590 858-467-9170

<i>Transportation</i>		<i>Transportation</i>		<i>Transportation</i>	
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)

PROGRAMS	STUDENTS	INSTRUCTOR
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

PROGRAM CLASS SIZES	MINIMUM	MAXIMUM
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

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

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)

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

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 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.

Programs	Probationary Period
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)

Name	Position
Judy McKenzie	Training Coordinator WS & SD
Tanya Box	Instructor
Martin Ambers	Instructor

BAKERSFIELD (BK)

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

SPRING VALLEY/SAN DIEGO (SD)

Name	Position
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:

WEST SACRAMENTO				BAKERSFIELD				SPRING VALLEY/SAN DIEGO COUNTY			
F-1	Freightliner	2012	TRK	F-2	Freightliner	2012	TRK	F-3	Freightliner	2012	TRK
V-1	Volvo	2013	TRK	V-2	Volvo	2013	TRK	V-3	Volvo	2013	TRK
SB-3-28`	Whiting	1995	TRLR	DV-41 28`	Brown	1965	TRLR	DV-16-27`	Pike	1972	TRLR
NG-1/DVL-109	Strickland	1984	TRLR	SB-4	Steihn	1978	TRLR	SB-1 28`	Stroughton	1995	TRLR
DVL-103-48`	Strickland	1984	TRLR	DVL102 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/comlhdsk.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)

SCOPE & SEQUENCE OF PROGRAM	CLOCK HOURS
CLASSROOM/LECTURE CLOCK HOURS	
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
TOTAL CLASSROOM/LECTURE CLOCK HOURS:	40.0
YARD/FIELD CLOCK HOURS	
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
TOTAL YARD/FIELD CLOCK HOURS:	120.0
TOTAL PROGRAM CLOCK HOURS:	160.0

In January of 1999, a law was enacted that requires truck-driving schools to register their students in a random drug testing pool. If a student is selected in the random pool, they must be escorted to the testing facility.

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)

SCOPE & SEQUENCE OF PROGRAM	CLOCK HOURS
CLASSROOM/LECTURE CLOCK HOURS	
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
TOTAL CLASSROOM/LECTURE CLOCK HOURS:	40.0
YARD/FIELD CLOCK HOURS	
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
TOTAL YARD/FIELD CLOCK HOURS:	140.0
TOTAL PROGRAM CLOCK HOURS:	180.0

In January of 1999, a law was enacted that requires truck-driving schools to register their students in a random drug testing pool. If a student is selected in the random pool, they must be escorted to the testing facility.

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)

<i>SCOPE & SEQUENCE OF PROGRAM</i>	<i>CLOCK HOURS</i>
CLASS A CLASSROOM/LECTURE CLOCK HOURS	
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
TOTAL CLASS A CLASSROOM/LECTURE CLOCK HOURS:	40.0
CLASS A YARD/FIELD CLOCK HOURS	
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
TOTAL CLASS A YARD/FIELD CLOCK HOURS	120.0
PASSENGER TRAINING CLOCK HOURS	
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
TOTAL PASSENGER TRAINING CLOCK HOURS	20.0
TOTAL YARD/FIELD CLOCK HOURS:	140.0
TOTAL PROGRAM CLOCK HOURS:	180.0

In January of 1999, a law was enacted that requires truck-driving schools to register their students in a random drug testing pool. If a student is selected in the random pool, they must be escorted to the testing facility.

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).

Number of Weeks	Days per Week	Class Times	Total Clock Hours Per Day	Total Clock Hours Per Week	Total Clock Hours Per Time Period
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
Total Weeks: 10				Total	330

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/comlhdsk.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 10th 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)

SCOPE & SEQUENCE OF PROGRAM	CLOCK HOURS
<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
TOTAL CLASSROOM/LECTURE CLOCK HOURS	52.0
<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
TOTAL BASIC & ADVANCED YARD/FIELD CLOCK HOURS:	271.5
TOTAL CLASSROOM & YARD/FIELD CLOCK HOURS	323.5
ADVANCED PROGRAM FINAL EVALUATION	6.5
TOTAL LECTURE & FIELD & CAPSTONE/PORTFOLIO CLOCK HOURS:	330.0
TOTAL PROGRAM CLOCK HOURS:	330.0

In January of 1999, a law was enacted that requires truck-driving schools to register their students in a random drug testing pool. If a student is selected in the random pool, they must be escorted to the testing facility.

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

Training Component	Days	Times	Clock Hours Per Day	Clock Hours Per Week	Total Hours	Clock
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	
<i>Subtotal After 14 Weeks</i>					<i>440</i>	
Weeks 15-20 Externship: (Next 6 Weeks)	Training Week TBD	TBD	TBD	TBD	200	
<i>Subtotal After Externship Week 20</i>					<i>640</i>	
<i>TOTAL Clock Hours</i>					<i>640</i>	

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)

SCOPE & SEQUENCE OF PROGRAM	CLOCK HOURS
CLASSROOM/LECTURE	
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
MASTER LEVEL CLASSROOM/LECTURE	
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
TOTAL CLASSROOM/LECTURE CLOCK HOURS	64.0
BASIC YARD/FIELD	
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
MASTER LEVEL YARD/FIELD	
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
TOTAL BASIC & MASTER LEVEL YARD/FIELD CLOCK HOURS:	376.0
TOTAL PROGRAM CLASSROOM/LECTURE & YARD/FIELD CLOCK HOURS	440.0

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

In January of 1999, a law was enacted that requires truck-driving schools to register their students in a random drug testing pool. If a student is selected in the random pool, they must be escorted to the testing facility. 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)

SCOPE & SEQUENCE OF PROGRAMS	CLOCK HOURS
CLASSROOM/LECTURE	
Orientation	0.0
CDL Training	0.0
DOT/Log Hours of Service	0.0
Air Brake System	0.0
Safety Procedures	0.0
TOTAL CLASSROOM/LECTURE:	0.0
YARD/FIELD	
Vehicle Inspection:	
• Outside & Engine Area	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)

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

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)

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

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 & SEQUENCE OF PROGRAM</i>	<i>CLOCK HOURS</i>
CLASSROOM/LECTURE	
Orientation	1.0
CDL Training:	9.0
• Logs/Hours of Service.	
• Air Brakes.	
• DOT Safety/Safety Procedures.	
• Defensive Driving.	
TOTAL CLASSROOM/LECTURE:	10.0
YARD/FIELD	
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
TOTAL FIELD HOURS:	70.0
TOTAL PROGRAM HOURS:	80.0

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.

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)

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

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

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

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

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

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

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

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

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 or 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.

($\$4,995.00 - \250.00) Less $(\$4,995 - 250)/160 \times 80 = \$2,372.50$

(total charges paid)	(non-refundable charges)	(total charges less non-refundable charges/ total hours in program)	(hours attended)	(refunded)
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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 or write to: Consumer Financial Protection Bureau, 1700 G Street, N.W., Washington, DC 20552. Summary of Rights include the following:

- You must be told if information in your file has been used against you:
 - Anyone who uses credit report or another type of consumer report to deny your application for credit, insurance, or employment or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file:
 - You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”).
 - You will be required to provide proper identification, which may include your Social Security number.
 - In many cases, the disclosure will be free.
 - You are entitled to a free file disclosure if:
 - A person has taken an adverse action against you because of information in your credit report;
 - You are the victim of identity theft and place a fraud alert in your file;
 - Your file contains inaccurate information as a result of fraud;
 - You are on public assistance;
 - You are unemployed but expect to apply for employment within 60-days.
 - In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies.
(Go to www.consumerfinance.gov/learnmore for additional information.)
 - You have the right to ask for a credit score:
 - Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus.
 - You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it.
 - In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
 - You have the right to dispute incomplete or inaccurate information:
 - If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous.
(Go to www.consumerfinance.gov/learnmore for an explanation of dispute procedures.)
 - Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information:
 - Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days; however, a consumer reporting agency may continue to report information it has verified as accurate.
 - Consumer reporting agencies may not report outdated negative information:
 - In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than ten (10) years old.
 - Access to your credit file is limited:
 - A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business.
 - The FCRA specifies those with a valid need for access.
 - You must give your consent for reports to be provided to employers.
 - A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer.
 - Written consent generally is not required in the trucking industry.
(Go to www.consumerfinance.gov/learnmore for more information.)
 - You may limit “prescreened” offers of credit and insurance you get based on information in your credit report:
 - Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on.
 - You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
 - You may seek damages from violators:
 - If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
 - Identity theft victims and active duty military personnel have additional rights:
(Go to www.consumerfinance.gov/learnmore for more information.)

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

For Information about your Federal rights contact:

1. Consumer Rights Non-Governmental Resources:

- a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.

- b. Such affiliates that are not banks, savings associations, or
 - c. Credit unions also should list, in addition to the CFPB:
- 2. Federal Consumer Rights Governmental Resources:
 - a. Financial Protection Bureau
1700 G Street NW
Washington, DC 20552
 - b. Federal Trade Commission
Consumer Response Center – FCRA
Washington, DC 20580
(877) 382-4357
- 3. Other Resources: To the extent not included in the above listings:
 - a. National banks, federal savings associations and federal branches and federal agencies of foreign banks;
 - b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act;
 - c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations.
 - d. Federal Credit Unions.
- 4. Other Relevant Federal Agencies:
 - a. Office of the Comptroller of the Currency:
Customer Assistance Group
1301 McKinney Street, Suite 3450
Houston, TX 77010-905
 - b. Federal Reserve Consumer Help Center
P.O. Box 1200
Minneapolis, MN 55480
 - c. FDIC Consumer Response Center
1100 Walnut St., Box #11
Kansas City, MO 64106
 - d. National Credit Union Administration
Office of Consumer Protection (OCP)
Division of Consumer Compliance and Outreach (DCCO)
1775 Duke Street
Alexandria, VA 22314
 - e. Air carriers Asst. General Counsel for Aviation Enforcement & Proceedings
Aviation Consumer Protection Division:
Department of Transportation
1200 New Jersey Avenue, S.E.
Washington, DC 20590
 - f. Creditors Subject to Surface Transportation Board Office of Proceedings,
Surface Transportation Board
Department of Transportation
395 E Street, S.W.
Washington, DC 20423
 - g. Small Business Investment Companies:
Associate Deputy Administrator for Capital Access
United States Small Business Administration
409 Third Street, SW, 8th Floor
Washington, DC 20416
 - h. Brokers and Dealers Securities and Exchange Commission
100 F Street, N.E.

Washington, DC 20549

- i. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks and Production Credit Associations:
Farm Credit Administration
1501 Farm Credit Drive
McLean, VA 22102-5090
- j. Retailers, Finance Companies, and All Other Creditors Not Listed Above:
FTC Regional Office for region in which the creditor operates or:
Federal Trade Commission: Consumer Response Center – FCRA
Washington, DC 20580
(877) 382-4357



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

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

West Sacramento

Main Campus	Satellite Campus
3990 Industrial Blvd West Sacramento, CA 95691	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*

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

DAY CLASSES		NIGHT CLASSES		WEEKEND CLASSES	
Start Date	Grad Date	Start Date	Grad Date	Start Date	Grad Date
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)

Program	Clock Hours	Training Format	Bakersfield	Spring Valley/San Diego County	West Sacramento
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:_____



Student Performance Fact Sheets

**WESTERN TRUCK SCHOOL****3990 Industrial Blvd, W. Sacramento, CA 95691-(916) 372-6500 www.westerntruckschool.com****School Performance Fact Sheet****Calendar Years 2015 & 2016****CLASS A COMMERCIAL DRIVER – 160HRS****On-Time Completion Rates (Graduation Rates)***Includes data for the two calendar years prior to reporting*

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of on-time Graduates	On-time Completion Rate
2016	258	254	237	93%
2015	317	311	262	84%

Student's initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Job Placement Rates (includes data for the two calendar years prior to reporting):

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate Employed in the Field
2016	258	237	176	149	85%
2015	317	262	250	212	85%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. (**Student can obtain this information at www.westerntruckschool.com/resources/**)

Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**Part-Time vs. Full-Time Employment**

	Graduate Employed in the Field 20-29 Hours per week	Graduates Employed in the Field at least 30 Hours per Week	Total Graduates Employed in the Field
2016	Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.		
2015			

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2016			
2015	Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.		

Self Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016		
2015	Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.	

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2016		
2015	Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.	

Student's initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Licensure Rates

License Examination Passage Rates (*includes data for the two calendar years prior to reporting*)

Based on students completing the Program within 150% of the published Program length in the report year.

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates taking the Exam	Number who Passed First Available Exam	Number who Failed First Available Exam	Passage Rate
2016	237	237	182	55	77%
2015	262	262	220	42	84%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect date from # graduates.

Student's initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Salary and Wage Information (*includes data for the two calendar years prior to reporting*)

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2016							
2015							

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.

A list of sources used to substantiate salary disclosures is available from the school. Please ask an institutional representative.

Student's initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.



WESTERN TRUCK SCHOOL

3990 Industrial Blvd, W. Sacramento, CA 95691-(916) 372-6500 www.westerntruckschool.com

Cost of Educational Program

Total charges for the program for students completing on-time in 2016: **\$4,850.00**. Additional charges may be incurred if the program is not completed on-time.

Federal Student Loan Debt

INSTITUTION DOES NOT PARTICIPATE IN FEDERAL FINANCIAL AID PROGRAMS:

Students at **WESTERN TRUCK SCHOOL** are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

WESTERN TRUCK SCHOOL is not eligible for federal financial aid programs

Student's initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name – Print

Student Signature

Date

School Official

Date

Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



WESTERN TRUCK SCHOOL

3990 Industrial Blvd, W. Sacramento, CA 95691-(916) 372-6500 www.westerntruckschool.com

STUDENTS RIGHT TO CANCEL

STUDENT'S RIGHT TO CANCEL/REFUND POLICY

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.
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.
8. Information regarding any applicable third party funding agency refund or return of funds policy may be obtained from the "Terms" of the agreement or by contacting that agency directly.

School Performance Fact Sheet

Calendar Years 2015 & 2016

CLASS A/P COMBINED COMMERCIAL DRIVER – 180HRS

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of on-time Graduates	On-time Completion Rate
2016	45	45	43	96%
2015	45	32	32	100%

Student's initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Job Placement Rates (includes data for the two calendar years prior to reporting):

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate Employed in the Field
2016	45	43	38	30	79%
2015	45	32	29	22	76%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. (**Student can obtain this information at www.westerntruckschool.com/resources/**)

Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

Part-Time vs. Full-Time Employment

	Graduate Employed in the Field 20-29 Hours per week	Graduates Employed in the Field at least 30 Hours per Week	Total Graduates Employed in the Field
2016	Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.		
2015			

**WESTERN TRUCK SCHOOL****3990 Industrial Blvd, W. Sacramento, CA 95691-(916) 372-6500 www.westerntruckschool.com****Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2016			
2015		Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.	

Self Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016		
2015	Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.	

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2016		
2015	Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.	

Student's initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Licensure Rates

License Examination Passage Rates (*includes data for the two calendar years prior to reporting*)

Based on students completing the Program within 150% of the published Program length in the report year.

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates taking the Exam	Number who Passed First Available Exam	Number who Failed First Available Exam	Passage Rate
2016	43	43	38	5	88%
2015	32	29	22	7	76%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect date from # graduates.

Student's initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Salary and Wage Information (*includes data for the two calendar years prior to reporting*)

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reported
2016	-	\$25,000					
2015	Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.		\$40,000	\$45,000	\$50,000		

A list of sources used to substantiate salary disclosures is available from the school. Please ask an institutional representative.

Student's initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.



WESTERN TRUCK SCHOOL

3990 Industrial Blvd, W. Sacramento, CA 95691-(916) 372-6500 www.westerntruckschool.com

Cost of Educational Program

Total charges for the program for students completing on-time in 2016: **\$4995.00**. Additional charges may be incurred if the program is not completed on-time.

Federal Student Loan Debt

INSTITUTION DOES NOT PARTICIPATE IN FEDERAL FINANCIAL AID PROGRAMS:

Students at **WESTERN TRUCK SCHOOL** are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

WESTERN TRUCK SCHOOL is not eligible for federal financial aid programs

Student's initials: _____ Date: _____

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Student Name – Print

Student Signature

Date

School Official

Date

Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
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- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

STUDENTS RIGHT TO CANCEL***STUDENT'S RIGHT TO CANCEL/REFUND POLICY***

33. 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
34. Additionally, if the student has been assessed a California mandated Student Tuition Recovery Fee (STRF), that paid fee is non-refundable.
35. 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.
36. 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.
37. 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.
38. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
39. 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.
40. Information regarding any applicable third party funding agency refund or return of funds policy may be obtained from the "Terms" of the agreement or by contacting that agency directly.



Student Status Change/Counseling Form



STUDENT STATUS CHANGE/COUNSELING FORMS

CAMPUS: _____

DATE: _____

Contract# _____

Students Name: _____

SSN: _____

Class Start Date: _____

Please check the appropriate box and if applicable, fill in ALL requested information.

- The above student has withdrawn from school.

His/Her last date of attendance was: _____

Reason student withdrew: _____

- The above student's attendance has fallen below 80% for the past (4) weeks. The student has been counseled and permitted to remain in school based on the following reasons and conditions:

- The above student has requested a leave of absence starting on: _____ and is to return to school on: _____.

- The above student has been counseled regarding the following: _____

- Other reason for change of status: _____

Completed by: _____

Change of status date: _____



RULES & CONDUCT



Rules & Regulations



Rules and Regulations

1. Classroom & Field Training for the day class is from 6:00am to 5:00pm, Monday thru Thursday.
2. The Night Classroom & Field Training is from 5:30pm to 11:00 pm, Monday thru Friday.
3. The Weekend Classroom & Field Training is from 6:00am to 5:00pm Saturday & Sunday.

If for any reason you cannot make these times, you MUST call 916-372-6500 or another appropriate person such as your instructor to inform them of your absence. Otherwise, you will be marked late or absent.

The training schedules for the class will not be arranged around any one student. Should a student miss more than three entire days or be late in the morning or coming in from lunch three times, Western will issue that student an advising form and reserve the right to enroll that student into another class or drop them completely. If a rollover is necessary, there may be additional fees applied.

(Prospective employers do call and inquire about your attendance and grade point average.)

4. All students must achieve an 85 percent or higher in the classroom in order to receive a diploma. A score of 70 percent or higher must be achieved to progress into the field portion of training.
5. **Your Library Resource Center (LRC) is located within the classroom/breakroom area. The LRC contains many resources to help you progress in your program as well as information about prospective employers. Ask your classroom Instructor to show you your Resource Center.**
6. No students shall leave the campus early without permission from the Training Coordinator.
7. ALL RECRUITER PRESENTATIONS SHALL BE ATTENDED, It is part of the curriculum. The company recruiters are here to provide information on their company policies/procedures and hiring possibilities. Two fully completed carrier applications must be turned in as part of training as well. THIS INCLUDES THE STUDENTS WHO ALREADY HAVE A JOB OR ARE STAYING LOCAL. Exceptions permitted with administrative approval.
8. ***Snacks will only be allowed as long as students clean up after themselves.*** Special note to be taken w/ sunflower seeds, or the like. THESE ARE NOT ALLOWED ON CAMPUS, ESPECIALLY IN THE TRUCKS.
9. ***There will be no tobacco products allowed outside the designated areas.*** Do not litter the grounds with cigarette butts—place butts in appropriate trash containers. No smoking or chewing indoors or in the trucks. DO NOT spit “chew” juice anywhere except in the trash. DO NOT SPIT IN THE BUTT CANS OR ON THE GROUND. Otherwise, smoking/chewing will not be permitted on the campus grounds.
10. All students must have the required hours of attendance before testing! 160 hours. This is mandatory. If you miss training hours, you must make them up. See the TC for make-up hours.
11. Misuse or abuse of Western equipment will not be tolerated. This includes constant grinding of the gears, riding of the clutch, riding the brake or standing on the fenders. If you need to wash the windows, open the hood and stand on the tires. DO NOT USE ANY THROTTLE IN THE YARD. This is for your safety as well as others.

12. All vehicles may not travel more than 5 miles per hour within the campus grounds. This is a State law.

13. You will be trained on all available equipment. Students cannot pick and choose their favorite vehicle. You need to train on all the equipment in case of mechanical failure or maintenance on a specific vehicle on DMV day.

14. Any monies due to the front office shall be paid prior to DMV testing or you will not be allowed to test.

15. No student has permission to schedule their own appointments at the DMV.

16. Only the TC may schedule appointments to ensure availability of an instructor and a truck.

17. On DMV Day of Testing, students are required to be on site no later than 6:00am if the first appointment for any student on that day is scheduled for 7am, or at 7am if the first appointment for any student that day is scheduled for 8:30am. Failure to appear or tardiness, without prior arrangement, may result in that student not being allowed to test. This policy is firm and no changes are permitted without prior agreement with the Training Coordinator (TC).

18. Ethical/respective behavior while at the DMV and while testing in the truck is mandated for all students—NO EXCEPTIONS!

Any disrespectful behavior directed to DMV personnel will not be tolerated by Western Truck School or by DMV personnel!

19. The DMV supervisor has the authority to ban anyone from further testing at any California DMV facility—thus preventing that person from ever obtaining a CDL in CA. So, treat all DMV personnel with the highest respect.

20. There will be no stand-bys at the DMV.

21. If you need to address a problem with Western Truck School, you should first address it with your instructor and/or Training Coordinator at your campus. If the problem is not resolved, you should use the form provided on the last page of this document, or request a copy of the form from your instructor and/or other WTS staff member.

Student Signature

Date



Student Conduct Policy



Student Conduct Policy

(Revised 8/2016)

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

In order to create a healthy learning environment, certain standards of conduct must be followed. The following activities at or around Western Truck School facilities and equipment will be cause for immediate dismissal for any infractions listed below:

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

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



Attendance Policy



STUDENT ATTENDANCE POLICY

1. All students must be on time at start of each class time and after scheduled breaks and lunch. Note, California education regulations, demand that all students must take their lunch and break times as scheduled. Any departure from a schedule must be approved by appropriate management personnel and by using the appropriate form/documentation.
2. Student lateness must be documented in student records (advisement form and eCampus) along with any comments (e.g., why and/or if lateness can be excused or considered not excused). **Note, employers routinely ask for attendance information prior to hiring.**
3. Students who miss 30 minutes of any class time will be advised/documentated and posted in eCampus that they need to make up one (1) hour of class time. Advisement/documentation (advisement form and eCampus posting) must take place for such and appropriate staff and student must sign all advisements. Students must receive a copy of any forms they sign. **Note, employers routinely ask for attendance information prior to hiring.**
4. Students who have chronic violations of the attendance policy must be formally advised of such. Advisement/documentation (advisement form and eCampus posting) must take place for such along with an agreed upon plan to resolve such issues and all advisements must be signed by appropriate staff and student. Students must receive a copy of any forms they sign. All missed time must be made up. **Note, employers routinely ask for attendance information prior to hiring.**
5. Students who miss any time must make up that time before they can complete their programs. Advisement/documentation (advisement form and eCampus posting) must take place for such along with an agreed upon plan to resolve such issues and all advisements must be signed by appropriate staff and student. Students must receive a copy of any forms they sign. All missed time must be made up. **Note, employers routinely ask for attendance information prior to hiring.**
6. Students who have missed hours that when combined are near a total of three (3) class days missed or near an 80% attendance rate, must be advised formally they are nearing the maximum number of permissible missed time/days. Advisement/documentation (advisement form and eCampus posting) must take place for such along with an agreed upon plan must be signed by appropriate staff member and student. Students must receive a copy of any forms they sign. All missed time must be made up. **Note, employers routinely ask for attendance information prior to hiring.**
7. Students who have missed hours that when combined total three days of their program, must be formally advised of such. Advisement/documentation (advisement form and eCampus posting) must take place for such along with an agreed upon plan to resolve such issues and all advisements must be signed by appropriate staff and student. Students must receive a copy of any forms they sign. All missed time must be made up. **Note, employers routinely ask for attendance information prior to hiring.**
8. Students who fall below a 60% attendance rate will be terminated. Prior to reaching 60%, the student must be alerted they are in danger of being terminated (e.g., the aforementioned attendance policies such as the nearing 80% or 60% policies would be employed). Advisement/documentation (advisement form and eCampus posting) must take place for such and the termination form must be signed by an appropriate staff member. **Note, employers routinely ask for attendance information prior to hiring.**

EMPLOYEE: SIGNATURE

DATE: _____

PRINT NAME: _____

WTS OFFICIAL

DATE _____



Leave of Absence Policy



LEAVE OF ABSENCE FORM (LOA)

Revised April 2016 ©

Students in need of interrupting their academic schedule for an identified period of time, must submit a request to do so to the Director of Western Truck School, or the appropriate designate of Western Truck School (e.g., a Branch Manager or the Senior Administrative Services officer).

WTS LOA Policy

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.
- 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 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.

Student Information (please print)

Name:		Student Account Number	
Street:		Program	
City/State Zip Code		Program Start Date	
Phone		Planned Departure Date	
Email		Planned Return Date	

Reason for Request

Student Signature:	Date Submitted:

WTS Administrative Process (to be completed/processed by WTS personnel)

Personnel Receiving Request:		Date Received	
Administrator Making Determination		Date of Review	
Approved/Stipulations		Dates Approved	Start: End:
Denied/Reasoning		Date of Decision	
Student Advisement of Decision/Financial Impact.		Date of Advisement	
Student Acknowledgement of Decision/Financial Impact	Signature:	Date	



Drive Test Policy



Western Truck School DMV Drive Test Policy

Student will be provided two (2) attempts at the DMV Drive Test as part of their program charges. The Student will be accompanied by an instructor and WTS will coordinate and schedule ALL appointment times through the local DMV offices.

All reasonable attempts will be made to accommodate the Student's schedule, however since the DMV controls the appointment times and there significant wait times for testing appointments, it may not always coincide with the best alternative for the student. It is recommended that the Student ensure some flexibility in their calendar to accommodate these restrictions and be ready, willing and prepared at all times.

Failure to show up or to cancel a scheduled DMV Drive test will be counted as an attempt, no exceptions. Any attempts after the second attempt will be subject to additional charges for the truck and instruction staff.



Satisfactory Academic Progress



WTS SATISFACTORY ACADEMIC PROGRESS POLICIES

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

Grading Scale: (Revised 8/2016)

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

GRADING SCALE

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

Grade Point Average: (Revised 8/2016)

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

GRADE POINT AVERAGE (GPA)

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

Cumulative Grade Point Average: (Revised 8/2016)

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

Satisfactory Progress Policy: (Revised 8/2016)

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

Student Assessment: (Revised 8/2016)

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



Sexual Abuse Policy



Sexual Abuse Policy

Western Truck School Policy:

- All individuals must be afforded their human/civil rights, regardless of race, ethnicity, gender, creed and/or sexual orientation.
- Sexual abuse is prohibited and must not be tolerated at WTS.

Reporting:

- Sexual abuse should be reported immediately to appropriate individuals (i.e. Staff, and/or community officials).
- WTS will take all allegations of sexual abuse seriously and will promptly seek to understand whether sexual abuse has possibly taken place
- Reports of sexual abuse will be handled within the parameters of existing laws.

Screening:

- All students are required to undergo a comprehensive background check during the admissions process.
- Potential employees may be required to undergo a comprehensive background check during the hiring process.

Prevention:

- WTS routinely proves all staff with information pieces on sexual abuse, and works proactively to address such issues in a timely manner.
- WTS provides professional referral information for individuals in need of counseling and/or relief from sexual abuse.

Signs:

- Physical and behavioral evidence or signs that someone is possibly being sexually abused include, but are not limited to:
 - Difficulty in walking
 - Torn, stained or bloody clothing
 - Pain
 - Bruises or bleeding in the genitalia
 - Reluctance to be left alone with a particular person
 - Wearing lots of clothing and
 - Nightmares or fear of night

Review:

- The WTS sexual abuse policy is reviewed during new student orientations and acknowledged by student signatures on related documents.
- An annual review for staff is provided with acknowledgement of such review by search staff member
- Copies of acknowledgements are retained in respective student or employee records
- The WTS sexual abuse policy is reviewed periodically by administration.

Student Signature

Date

Printed Name

WTS Employee Signature

Date

Printed Name



Security Violations Report



Western Truck School Security Violation Report

In order to be in compliance with the United States Department of Education Federal Register Number 668.47, the following report is required to be included in the student packet:

During the 2016-2017 calendar years, there were no security violations or criminal offenses to report at Western Truck School campuses.

Western Truck School promotes safety awareness and random drug and alcohol testing for all employees and current students.

Student Signature

Date



OTHER FORMS & GENERAL INFO



What is a Pre-Hire?



What is a “Pre-Hire” in the trucking industry and how does it work?

The Pre-Hire process is actually placement/employment assistance, but not a guarantee of employment.

It is a method by which a future employer can preliminarily identify an individual who is currently in a professional truck driver training program as a possible new hire once the training has been completed and the individual has obtained a commercial Driver's License (CDL).

Carriers/Employers submit Pre-Hire applications to training programs for such purposes and they also provide information presentations at training facilities routinely to further advise trainees of hiring possibilities and the benefits of submitting a Pre-Hire application to their company/organization.

Pre-Hire applications typically require, but are not limited to:

- Current contact information/legal place of residence
- DMV printout
- Criminal background checks
- Medical Certification

The application provides the possible employer with the following:

- Basic information on the Trainee that the carrier/employer can evaluate to determine if the Trainee is eligible to seek employment with the Carrier/Employer.
- The creation of a file on the Trainee that can track the Trainee's progress in his/her training program
- The creation of a file on the Trainee that can expedite the hiring of the Trainee, if the Carrier/Employer determines the Trainee should be offered an initial/conditional position with the Carrier/Employer.

***Note: The Pre-Hire application process does not guarantee placement with any Carrier/Employer.**

Participating in the Pre-Hire process does provide trainees with more direction and incentives to successfully complete their programs and can expedite the hiring process as well. In other words, it is designed to give the Trainee a “leg up” on the hiring process and could move the successful Trainee to the head of the line within a particular employer’s hiring process.

WTS Career Services:

- ◆ Provides ongoing information/presentations by Carrier/Employer representatives.
- ◆ Provides information/processing/submission of Pre-Hire applications.
- ◆ Provides direction/support/follow-up for “Pre-Hire Students” throughout their programs and after program completion.

Please sign below:

I have been informed of the Pre-Hire process by a WTS Admissions Representative and I fully understand the Pre-Hire application process does not guarantee employment, but is only a preliminary application for employment with an employer.

Signed Prospective/Student

Date

Signed WTS Admissions Representative

Date



DMV New Commercial Residency- Licensing Requirements

AB 60 User Friendly Guide to Document Options to Obtain a California Driver License

Customers applying for a driver license must provide **Proof of Identity** and **California Residency** if they do not have satisfactory proof of legal presence. Use the following guideline to help you determine the documents that are needed when applying for a driver license.

PROOF OF IDENTITY:

TABLE A ONE (1) OF THE FOLLOWING DOCUMENTS

California Driver License or California Identification Card:

- California Driver License (issued 10/2000 in or after)
- California Identification Card (issued 10/2000 in or after)

Foreign Document that is valid, approved by the Department of Motor Vehicles (DMV) and electronically verified by DMV with the country of origin:

- Mexican Federal Electoral Card (Instituto Federal Electoral (IFE) Credencial para Votar – 2013 version)
- Mexican Institute National Electoral Card (Instituto Nacional Electoral (INE) Credencial para Votar – 2014 version)
- Mexican Passport (issued in 2008 or later and includes digital photo and digital signature)
- Mexican Consular Card (Matricula Consular – 2006 or 2014 versions)

Foreign Passport that is valid and approved by DMV (see page 4 & 5 for list of DMV approved passports). The customer must also provide his/her social security number (SSN) that is electronically verifiable with the Social Security Administration.

-----OR-----

TABLE B TWO (2) OF THE FOLLOWING DOCUMENTS

Foreign Document that is valid and approved by DMV:

- Argentinian Identification Card (Documento Nacional de Identidad (DNI) – 2009 or 2012 version)
- Brazilian Consular Card (Carteira de Matricula Consular – 2010 version)
- Chilean Identification Card (Cedula de Identidad – 2013 version)
- Colombian Consular Card (Consular Registration – 2015 version)
- Ecuadorian National Identification Card (Cedula de Ciudadania – 2006 and 2009 version)
- Ecuadorian Consular Card (Tarjeta De Identificacion Consular – 2015 version)
- El Salvadorian Identification Card (Documento Unico de Identidad (DUI) – 2010 version)
- Guatemalan National Identification Card (Documento Personal de Identificacion (DPI) – 2012 version)
- Guatemalan Consular Card (Tarjeta de Identificacion Consular – 2002 and 2015 version)
- Korean Identification Card (September 2016 version)
- Nicaraguan National Identification Card (Cedula de Identidad – 2010 version)
- Peruvian Identification Card (Documento Nacional de Identidad (DNI) – 2005 version)
- Foreign Passports (see pages 4 & 5 for list of DMV approved passports) – This is an option for customers who do not have a verifiable SSN as provided in Table A.

AB 60 User Friendly Guide to Document Options to Obtain a California Driver License

Customers applying for a driver license must provide **Proof of Identity** and **California Residency** if they do not have satisfactory proof of legal presence. Use the following guideline to help you determine the documents that are needed when applying for a driver license.

-----OR-----

TABLE C SECONDARY REVIEW AS MANY AS POSSIBLE OF THE FOLLOWING DOCUMENTS

The applicant shall submit as many as possible of the following documents that will be reviewed by DMV to verify the applicant's identity.

- School documents, including any document issued by a public or private primary, secondary, or post-secondary institution, college, or university that either includes the applicant's date of birth, or if a foreign school document, is sealed by the school and includes a photograph of the applicant at the age the record was issued.
- Documents issued by or filed with a government within the United States (U.S.) or the U.S. government, including:
 1. U.S. Department of Homeland Security (DHS) Form I-589, (Application for Asylum and for Withholding of Removal).
 2. U.S. DHS Form I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status – For Academic and Language Students or Certificate of Eligibility for Nonimmigrant (M-1) Student Status – For Vocational Students).
 3. U.S. DHS Form DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status).
 4. Court documents where the applicant is named as a party to the court proceeding.
 5. Income tax returns.
 6. Driver's license.
- Documents pertaining to civil marital status or civil unity, including marriage licenses or domestic partner registrations. If the language on the marriage license is in a language other than English, the marriage license shall be accompanied by a certified translation or an affidavit of translation into English.
- Divorce decrees. If the language on the decree is in a language other than English, the decree shall be accompanied by a certified translation or an affidavit of translation into English.
- Foreign passport, consular identification card, foreign national identification card, or a foreign driver's license. If the foreign driver's license is in a language other than English, it shall be accompanied by a certified translation or an affidavit of translation into English.
- Identification cards that contain a photograph of the applicant issued by a government within the U.S. or the U.S. government.
- Birth documents including a birth certificate or adoption records.
- Any of the above documents that list the applicant's spouse, domestic partner, child, parent, or legal guardian provided the applicant also provides a birth certificate, adoption records, marriage license, or domestic partner registration to trace the relationship.

AB 60 User Friendly Guide to Document Options to Obtain a California Driver License

Customers applying for a driver license must provide **Proof of Identity** and **California Residency** if they do not have satisfactory proof of legal presence. Use the following guideline to help you determine the documents that are needed when applying for a driver license.

----**AND**----

PROOF OF CALIFORNIA RESIDENCY

TABLE D ONE (1) OF THE FOLLOWING DOCUMENTS

All residency documents must list the applicant's first and last name, and the California residence address must match the mailing address listed on the driver license application with the exception of the last three (3) items below.

- Rental or lease agreements with the signatures of the owner/landlord and the tenant/resident.
- Deeds or titles to residential real property.
- Mortgage bills.
- Home utility bills including cellular phone bills.
- School documents.
- Medical documents.
- Employment documents.
- Faith based documents.
- Insurance documents, including medical, dental, vision, life, home, rental, and vehicle.
- Internal Revenue Service or California Franchise Tax Board tax returns.
- California Certificates of Vehicle or Vessel Titles or registrations.
- California driver's licenses or identification cards.
- Change of Address Confirmations by the U.S. Postal Service (Form CNL 107).
- Documents issued by a government within the U.S. or the U.S. government.
- A property tax bill or statement.
- Records of a financial institution.

The following documents do not need to have the customer's California residence address:

- Court documents that list the applicant as a resident of California.
- A letter, on letterhead from a homeless shelter, a shelter for abused women, a nonprofit entity, a faith based organization, an employer, or a government within the U.S. attesting that the applicant resides in California.
- A parent, legal guardian, or child may use a birth certificate and a spouse or domestic partner may use a marriage license or domestic partner registration certificate to trace his or her relationship to the individual to whom one of the above residency documents has been addressed.

Approved Foreign Passports

NOTE: Approved passports listed below must be used in conjunction with documents listed on page 1.

If a country passport is not listed below, you may still apply for a CA Driver License under the Investigation's Secondary Review Referral Process. Please see page 2 for information on the list of acceptable documents. For additional information on this process, refer to the Driver License Secondary Review Referral Process Fast Facts #3 Brochure (FFDL3).

http://www.dmv.ca.gov/portal/dmv/detail/pubs/brochures/fast_facts/ffdl03

Country Name	Issued In / On or After
Afghanistan	2011
Albania	2009
Argentina	2009
Armenia	2011
Australia	2005
Austria	2006
Azerbaijan	2013
Bahamas	2010
Bahrain	2011
Bangladesh	2010
Belarus	2006
Belgium	2006
Belize	2005
Bolivia	2010
Bosnia and Herzegovina	2009
Botswana	2010
Brazil	2006
Brunei	2008
Bulgaria	2010
Burkina Faso	2008
Cabo Verde	2005
Cambodia	2005
Canada	2010
Cayman Islands	2008
Chile	2013
China	2007
Colombia	10/2009
Comoros	2008
Congo	2008
Congo, Democratic Republic of the	2009
Costa Rica	2006
Cote D'Ivoire	2008
Croatia	2009
Cyprus	2010
Czech Republic	2005
Denmark	2012
Dominican Republic	2006

Country Name	Issued In / On or After
Ecuador	05/07/13
Egypt	2008
El Salvador	2009
Equatorial Guinea	2011
Eritrea	2010
Estonia	2005
Fiji Islands	2012
Finland	2006
France	2006
Gabon	2009
Georgia	2005
Germany	2007
Ghana	2010
Greece	2006
Guatemala	2011
Guinea-Bissau	2008
Honduras	2005
Hong Kong	2006
Hungary	2006
Iceland	2006
India	2008
Indonesia	2006
Interpol	2009
Iran	2011
Iraq	2009
Ireland	2006
Israel	2011
Italy	2006
Jamaica	2009
Japan	2006
Kazakhstan	2009
Kenya	2008
Kosovo	2008
Latvia	2007
Libya	2009
Lithuania	2006
Luxembourg	2006

Approved Foreign Passports

NOTE: Approved passports listed below must be used in conjunction with documents listed on page 1.

If a country passport is not listed below, you may still apply for a CA Driver License under the Investigation's Secondary Review Referral Process. Please see page 2 for information on the list of acceptable documents. For additional information on this process, refer to the Driver License Secondary Review Referral Process Fast Facts #3 Brochure (FFDL3).

http://www.dmv.ca.gov/portal/dmv/detail/pubs/brochures/fast_facts/ffdl03

Country Name	Issued In / On or After
Macao	2009
Macedonia, FYR	2008
Madagascar	2007
Malaysia	2010
Malta	2008
Mexico	2008
Mongolia	2011
Montenegro	2008
Morocco	2009
Mozambique	2010
Myanmar	2010
Nepal	2010
Netherlands	2006
New Zealand	2009
Nicaragua	2010
Nigeria	2007
Norway	2005
Pakistani	06/2005
Palau	2008
Palestinian Territory, Occupied	2008
Panama	2010
Paraguay	2012
Peru	2010
Philippines	2010
Poland	2006
Portugal	2006
Qatar	2008
Republic of Korea	2008
Romania	2008
Russia	2010
Saint Helena	2012

Country Name	Issued In / On or After
Saint Kitts and Nevis	2010
San Marino	2009
Sao Tome and Principe	2008
Senegal	2008
Serbia	2008
Sierra Leone	2010
Slovakia	2005
Slovenia	2006
Somalia	2007
South Africa	2009
South Sudan	2012
Spain	2006
Sri Lanka	1/2008
Sweden	2005
Switzerland	2006
Taiwan	12/29/2008
Tajikistan	2010
Thailand	2009
Tongan	07/2003
Turkey	2010
Turkmenistan	2008
Ukraine	2007
United Arab Emirates	2011
United Kingdom	2006
Uruguay	2009
Vanuatu	2010
Vatican City	2008
Virgin Islands (British)	2007
Zambia	2008

Note:

Please note this document is subject to change



New Commercial Licensing Requirements

Effective May 10, 2017, pursuant to federal law, the Department of Motor Vehicles (DMV) will require all new and existing commercial driver license (CDL) applicants to provide DMV with the following:

- Proof of U.S. citizenship/lawful permanent residency/legal presence ([see list below](#)).
- Proof of residency (domicile).

The new requirements apply to original and renewal CDL applicants, as well as CDL cardholders who request a license upgrade. Applicants who have started their CDL application, but have not completed the process by May 9, 2017, will be required to meet the new requirements.

Proof of U.S. Citizenship, Lawful Permanent Residency, or Legal Presence

CDL applicants must submit one of the following genuine documents bearing his or her true full name as proof of U.S. citizenship, lawful permanent residency, or legal presence:

- Valid/unexpired U.S. Passport or U.S. Passport Card
- Certified copy of a U.S. Birth Certificate (issued by a city, county, or state vital statistics office)
- Certified copy of a Birth Certificate issued from one of the following U.S. Territories:
 - American Samoa
 - District of Columbia (Washington, D.C.)
 - Swain's Island
 - Puerto Rico (issued on or after July 1, 2010)
 - U.S. Virgin Islands (issued on or after January 17, 1917)
 - Guam (issued on or after April 10, 1899)
 - Northern Mariana Islands (issued after November 4, 1986)
- U.S. Certificate of Birth Abroad or Consular Report of Birth Abroad of a U.S. Citizen
- Certificate of Naturalization or Certificate of U.S. Citizenship
- Valid/unexpired Permanent Resident Card
- Valid/unexpired Employment Authorization Document (EAD)
- Valid/unexpired foreign passport with an approved Record of Arrival/Departure

Note: Name change document(s), such as a marriage license, may be required to issue a CDL in your true full name.

Residency Documents

CDL applicants must submit acceptable proof of residency in California. Examples include, but are not limited to the following:

- Rental or lease agreement

- Mortgage bill
- Home utility bill
- Employment document
- Tax return

For a complete list of acceptable documents, please visit:

https://www.dmv.ca.gov/portal/dmv/detail/dl/residency_requirement

Please note: If you do not yet have a California driver license and you are applying for a CDL, you must present two documents as proof of residency. Existing California driver license cardholders applying for, upgrading, or renewing a CDL, are only required to present one document as proof of residency.

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Drug & Alcohol Testing Manual



Drug & Alcohol Testing Manual

Driver's Receipt:

I acknowledge receipt of the **WTS Drug/Alcohol Testing: Training/Awareness Driver Handbook**

Topics Include:

- Introduction
- Abbreviations
- Definitions
- Who is covered by the Drug and Alcohol Regulations?
- What is safety-sensitive Function?
- What are the Alcohol and Drug Prohibitions?
- What Tests are Required and "When Will I Be Tested?"
 - Pre-employment.
 - Post-accident.
 - Random.
 - Reasonable Suspicion.
 - Return-to-duty and follow-up.
- "What Happens if I Refuse to Be Tested?"
- "How is Drug and Alcohol Testing Performed?"
- "What are the Consequences of Violating the Drug and Alcohol Prohibition?"
- "Where Can I Go for Help?"
- Self-admission of Alcohol and Drug Use.
- "What are the Effects of Drug and Alcohol on the Body?"

Driver's Signature

DATE

Western Truck School Company

Facilitator's Signature Western Truck School Company

DATE

NOTE: This receipt shall be read and signed by the driver. A responsible company supervisor shall countersign the receipt and place it in the driver's training file.



Drug & Alcohol Testing: *Training and Awareness*

Driver Handbook

Introduction

This handbook provides a general overview of the Department of Transportation (D.O.T.) regulations on drug and alcohol use. A review of the effects of alcohol and certain drugs on the body is also included. Throughout this handbook “substance abuse” refers to both substances. Chemical dependency comprises all chemicals, whether they are controlled substances or alcohol.

In addition to this handbook you will receive a copy of your company’s drug and alcohol policy and the name of the person who can answer any question you may have about the drug and alcohol regulations.

Abbreviations and Terms You Should Know:

BAT:	Breath Alcohol Technician
CDL:	Commercial Driver’s License
CMV:	Commercial Motor Vehicle
DER:	Designated Employer Representative
DHHS:	Department of Health and Human Services
DOT:	Department of Transportation
EAP:	Employee Assistance Program
EBT:	Evidential Breath Testing Device
MRO:	Medical Review Officer
STT:	Screening Test Technician

Definitions

Actual Knowledge

Knowledge by an employer that a driver has used alcohol or controlled substances based on the employer's direct observation of the driver, information provided by the driver's previous employer(s), a traffic citation for driving a commercial motor vehicle (CMV) while under the influence of alcohol or controlled substance, or a driver's admission of alcohol or controlled substance use under the provisions of Sec. 382.121.

Alcohol

Intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Alcohol Concentration (or Content)

Alcohol in a volume of breath (shown as grams of alcohol per 210 liters of breath) as indicated by an evidential breath test.

Alcohol Screening Device (ASD)

A breath or saliva device, other than an evidential breath testing device (EBT) that is approved by the National Highway Traffic Safety Administration (NHTSA) and placed on a conforming products list (CPL) for such devices.

Alcohol Use

Consumption of any beverage, mixture, or preparation, including medications containing alcohol.

Breath Alcohol Technician (BAT)

An individual who instructs and assists individuals in the alcohol testing process and operates an evidential testing device (EBT)

Confirmation Test

In testing for alcohol: a second test, following a screening test with a result of 0.02 or greater, which provides quantitative data of alcohol concentration. An evidential breath testing device must be used.

In testing for controlled substance, a second procedure to:

- Identify and quantify the presence of a specific drug or metabolite; or
- Further support a validity test result in the case of any adulterated, diluted, or substituted specimen.

In order to ensure reliability & accuracy, this test is separate from and uses a different technique and chemical principle from that of the screening test.

Confirmed Drug Test

A confirmation test result received by a medical review officer (MRO) from a laboratory.

Controlled Substances

In the regulation, the terms "drugs" and "controlled substances" are interchangeable and have the same meaning.

Unless otherwise provided, these terms refer to:

- Marijuana;
- Cocaine;
- Opiates;
- Phencyclidine (PCP); and
- Amphetamines.

Designated Employer Representative (DER)

An individual identified by the employer who is:

- Able to receive communications and test results from service agents;
- Authorized to take immediate actions to remove drivers from safety-sensitive positions; and
- Able to make required decisions in the testing and evaluation processes.

The individual must be an employee of the company. Service agents cannot serve as DERs.

Drivers

Any person who operates a commercial motor vehicle (CMV), including:

- All Full time or Part Time, regularly employed drivers
- Casual, intermittent or occasional drivers
- Leased drivers, independent, owner-operator contractors who are either directly employed by or under lease to an employer or who operates a commercial motor vehicle (CMV) at the direction of or with the consent of an employer.

Evidential Breath Testing Device (EBT)

A device used for alcohol breath testing that has been approved by the National Highway Traffic Safety Administration.

Medical Review Officer (MRO)

A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving and reviewing laboratory results generated by an employer's drug testing program. The MRO must have knowledge about and clinical experience in substance abuse disorders and appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his/her medical history and other relevant bio-medical information.

Safety-sensitive Function(s)

A driver is considered to be performing a safety-sensitive function when he or she begins to work-- or is required to be in readiness to work—until the time he or she is relieved from work and all responsibilities for performing work. Safety-sensitive functions include six specific items found in Section 382.107 of the Federal Motor Carrier Safety Regulations. (See Page 6 of this handbook.)

Screening Test (Initial Test)

In testing for alcohol: a procedure to determine if a driver has a prohibited concentration of alcohol in his/her system.

In testing for controlled substances; a test to eliminate “negative” urine specimens from further consideration or to identify a specimen that requires additional testing for the presence of drugs.

Screening Test Technician (STT)

A person who instructs and assists employees in the alcohol testing process and operates an alcohol screening device (ASD).

Stand-down

The practice of temporarily removing a driver from the performance of safety-sensitive functions based only on a report from a laboratory to the medical review officer (MRO) of a confirmed positive drug test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test results.

Substance Abuse

Refers to patterns of use that result in health consequences or impairment in social, psychological, and occupational functioning.

Substance Abuse Professional (SAP)

A licensed physician (medical doctor or doctor of osteopathy), or licensed or certified psychologist, social worker, employee assistance professional, or certified addiction counselor who evaluates employees who have violated regulation. The SAP makes recommendations concerning education, treatment, follow-up testing, and aftercare.

Who is covered by the Drug and Alcohol Regulations?

The Federal Motor Carrier Safety Administration (FMCSA), Department of Transportation Drug and Alcohol regulations apply to every person who operates a commercial motor vehicle (CMV) in interstate or intrastate commerce in the United States, and is subject to the commercial driver's license (CDL) requirements of Part 383 as well as his/her employer. It also applies to drivers who operate CMVs in the United States and are subject to the Licencia Federal de Conductor (Mexico) or the CDL requirements of the Canadian National Safety Code.

What is a Safety-sensitive Function?

Safety-sensitive functions for operators of commercial motor vehicles (CMV) are listed under Sec. 382.107. Safety-sensitive function means all time from the time a driver begins work or is required to be in readiness to work until the time he/she is relieved from work and all responsibilities for performing work.

Safety-sensitive functions include:

- * All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- * All time inspecting equipment as required by Sec. 392.7 and Sec. 392.8 or otherwise inspecting/servicing/or conditioning any commercial motor vehicle at any time;
- All time spent at the driving controls of a commercial motor vehicle in operation;
- All time, other than driving time, in or upon any commercial motor vehicle except time resting in a sleeper berth;
- All time loading or unloading a commercial motor vehicle; supervising or assisting in the loading or unloading; attending a commercial motor vehicle being loaded or unloaded; remaining in readiness to operate the commercial motor vehicle; or in giving or receiving receipts for shipments loaded or unloaded; and
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled commercial motor vehicle.

What are the Alcohol and Drug Prohibitions?

The DOT refers to the restrictions for the use of both alcohol and controlled substances as prohibitions.

Alcohol prohibitions include:

- Use while performing a safety-sensitive function;
- Use during the 4 hours before performing a safety-sensitive function;
- Reporting for duty or remaining on duty to perform a safety-sensitive function with an alcohol concentration of 0.04 or greater;
- Use during the 8 hours following an accident, or until the driver undergoes a post-accident test; and
- Refusal to take a required test.

Note: A driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 may not perform, nor be permitted to perform, safety-sensitive functions for at least 24 hours.

Drug prohibitions include:

- Use of any drug, except by a doctor's prescription (and only if the doctor has advised the driver that the drug will **not** adversely affect the driver's ability to safely operate a commercial motor vehicle);
- Testing positive for drugs; and
- Refusal to take a required test.

Note: An employer may require a driver to inform the employer of any therapeutic drug use.

What Tests are required and When Will I Be Tested?

There are five situations where testing is done to determine the presence of alcohol and/or drugs.

1. Pre-employment Test

When: A controlled substance test is required before a new hire or person transferring into a driving position from elsewhere in the company can perform any safety-sensitive function.

A pre-employment alcohol test is not required under Part 382 regulations, but an employer may conduct this type of test if the following criteria are met:

- The test must be conducted before the driver performs any safety-sensitive functions;
- The employer must treat all employees performing safety-sensitive functions the same (the employer may not test some employees and not others);
- The test must be conducted after the employer makes a contingent offer of employment or transfer, subject to the employee passing the test;
- All tests must follow Part 40 procedures; and
- The employee may not perform safety-sensitive functions if the test results are 0.04 or more.

2. Post-accident Test

When: An alcohol test is required following an accident when:

- A life was lost;
- A driver was cited within 8 hours of the accident for a moving traffic violation **and** the accident involved injury requiring medical treatment away from the scene.
—OR—
- A driver was cited within 8 hours of the accident for a moving traffic violation **and** the accident resulted in the towing of one or more vehicles from the scene.

Post-accident alcohol testing should be done within 2 hours of the accident. If the test cannot be performed within 2 hours, the employer must prepare a record stating why the test wasn't given. If the test cannot be performed within 8 hours, the employer should not give the test and must prepare a record stating why the test could not be given within that time.

A controlled substance test is required when:

- A life is lost
- A driver was cited within 32 hours of the accident for a moving traffic violation **and** the accident involved injury requiring medical treatment away from the scene;
—OR—
- A driver was cited within 32 hours of the accident for a moving traffic violation **and** the accident resulted in the towing of one or more of the vehicles from the scene.

Post-accident drug testing must be performed within 32 hours. If the test cannot be performed within 32 hours, the employer should not give the test and must prepare a record stating why the test could not be given within that time. Nothing in the regulations should delay medical attention for those who are injured. The employer must provide the necessary information and instructions to allow the driver to be tested or to get emergency medical care. A driver subject to post-accident alcohol testing must remain available for testing. Not remaining available for testing is considered as a refusal to test. The employer must provide drivers with necessary post-accident information, procedures, and instructions **before** the driver operates a commercial motor vehicle.

3. Random Test

When: **Random testing for alcohol** must be completed just before, during, or immediately after performing a safety-sensitive function. **Random testing for drugs** can be done anytime you are at work for your employer. Once you are notified that you have been selected for testing, you must proceed immediately to the test site.

Unannounced random testing is required for a certain percentage of drivers each year. The test must be reasonably spaced throughout the year. The random selection process must ensure that each driver has an equal chance of being tested each time selections are made. One method is a computer-generated system using your Social Security number, payroll identification number, or other identifying number. Methods such as pulling names out of a hat are not acceptable.

Testing rates are as follows:

- 10 % of the average number of driver positions must be randomly tested for alcohol each year.
- 50 % of the average number of driver positions must be randomly tested for controlled substances each year.

Note: DOT may change the testing rates. Since 1998, the random alcohol testing rate has been 10 % of the average number of driver positions. Prior to 1998, the rate was 25 %. Due to the potential for change, these rates should be verified with your supervisor.

4. Reasonable Suspicion Test

When: If the employer has reason to believe that your behavior or appearance may indicate alcohol or drug use, Observations for **alcohol testing** must be made just before, during, or just after the performance of a safety-sensitive function. Observations for **drug testing** may be made at any time while you are at work for your employer.

Testing for reasonable suspicion must be based on:

- The observations of a trained supervisor; and
- Specific, clearly stated observations concerning your appearance, behavior, speech or body odor.

Important Points to Remember...

- The supervisor who makes the observation and determines that reasonable suspicion testing should be done may not be the one who conducts the alcohol test on the driver.
- If the alcohol test cannot be given within 2 hours of the observation, the employer must prepare a record stating why the test could not be given.
- If the alcohol test cannot be given within 8 hours of the observation, the employer should not give the test and must prepare a record stating why the test could not be given.
- Even if reasonable suspicion is observed but a test could not be done, you cannot perform safety-sensitive functions until:
 - A test is done and your alcohol concentration is determined to be less than 0.02
-----OR-----
 - 24 hours have passed from the time of the initial observation.
- Your employer may not take action against you regarding alcohol misuse unless an alcohol test was administered within the required timetable.
 - The chronic and withdrawal effects of drugs, as well as the conditions listed above, are used to determine reasonable suspicion for drug testing.
 - Documentation of the driver's conduct must be prepared and signed by the supervisor who made the observations within 24 hours of the observed behavior, or before the results of the alcohol or drug test are released, whichever is first.

5. Return-to-Duty and follow-up Tests

When: Return-to-Duty testing is required for drivers who tested positive for drugs, failed an alcohol test, or refused to take a drug or alcohol test. In order to return to performing safety-sensitive functions an alcohol concentration of less than 0.02 and/or negative drug test is required. There are also referral, evaluation and treatment requirements that must be met.

When: Follow-up testing is required for drivers who tested positive for drugs, failed an alcohol test, or refused to take a drug or alcohol test. The regulations call for a minimum of six (6) tests during the first year back in a safety-sensitive position. However, follow-up testing can continue for up to five (5) years.

What Happens if I Refuse to Be Tested?

As part of the alcohol and drug regulations, you must submit to alcohol and drug testing. A refusal to test is treated the same as a positive test. If you refuse to be tested, you cannot continue to perform safety-sensitive functions.

"Refusal" occurs when:

- You fail to appear for any test within a reasonable time
- You fail to remain at the testing site until the testing process is complete
- You fail to provide:
 - A urine specimen for drug testing or
 - A saliva or breath specimen for alcohol testing
- You fail to provide enough urine and there is no medical explanation for the failure

- In the case of a directly observed or monitored drug test collection, you fail to permit the observation or monitoring of your provision of the specimen:
- You fail or decline taking a second drug test when directed by an employer or collector
- You fail to undergo a medical examination or evaluation as part of the verification process for drug testing or as directed by the designated employer representative (DER) "shy bladder" procedures for drug testing or insufficient breath procedures for alcohol testing.
- You fail to cooperate with any part of the testing process

A verified adulterated or substituted drug test is also considered a refusal to test.

How is Alcohol Testing Done?

All alcohol testing is conducted by a trained technician in a private setting where no one but you and the technician can see or hear the test results. A breath or saliva testing device approved by the National Highway Traffic Safety

Administration must be used. The technician will ask for photo identification (driver's license, employer issued identification). You may ask for the technician's identification as well.

The technician will complete the first part of the alcohol testing form, which includes your name, your company's name, and the reason for the test. You will be asked to complete the second part of the form stating that you understand that you are about to be tested and that all information given is correct.

Refusal to sign the form is considered a refusal to take the test. Refusal to take the test is treated the same way as failing a test.

A screening test is done first. If an evidential breath testing device (EBT) is used, an individually sealed mouthpiece will be opened in front of you and attached to the EBT. You must blow forcefully into the mouthpiece of the testing device for at least 6 seconds or until you have provided an adequate amount of breathe for testing.

The technician must show you the reading on the device and enter the result on the testing form or (if the device prints the results to the form with tamper-evident tape. If a saliva testing device is used, the technician must check the expiration date on the device and show it to you. A device may not be used after its expiration date.

The technician must open the individually sealed package containing the device in front of you.

You or the technician will insert the swab into your mouth and allow it to be saturated with saliva. After the saliva is collected, the swab will be inserted into the testing device. The result on the device must be read within 15 minutes of the test, but no sooner than specified by the manufacturer of the device.

The technician must show you the reading on the device and enter the result on the testing form. If the reading on the EBT or saliva testing device is 0.02 or greater, a **confirmation test** must be done using an approved EBT. The test must be done after 15 minutes but within 30 minutes of the first test. You will be asked not to eat, drink, belch, or put anything in your mouth. These steps prevent the build-up of mouth alcohol, which could lead to an artificially high result. A new mouthpiece must be used for the confirmation test and the calibration of the EBT must be checked. Again, all of this must be done in front of you.

If the screening and confirmation test results are not the same, the confirmation test result is used. The results of the confirmation test are forwarded to the employer. However, these records (positive, negative and refusal) are required to be released to any potential employers (with your consent) if you seek employment as a driver with another company. Failing an alcohol test will be handled according to regulation and your company policy.

Remember, if you refuse to be tested or refuse to sign the testing form, the technician will immediately notify your employer. Again, a refusal is treated the same way as failing an alcohol test.

How is Drug Testing Done?

All drug testing is done by analyzing a urine sample and is conducted by a trained collection site person in an appropriate, private setting. The urine sample may be collected at your place of employment or at a certified testing lab. In either case, the collection must be conducted by an individual trained in compliance with Part 40 of the regulations and in a location that is clean and equipped with all the necessary materials to collect and secure the urine sample(s). To avoid a false positive test result and to ensure that your rights are being upheld, it is a good idea for you to understand the correct procedure for collecting specimens for testing. Too often, drivers realize that all or part of their drug testing was not conducted according to the regulations, but it's well after the test results have been released.

If you have concerns about the way your drug test is being handled, consult your supervisor immediately and refer to the Drug Testing section of the Federal Motor Carrier Safety Regulations (FMCSRs).

Regulated Documentation

The collection site, the laboratory and your carrier are required to follow the regulations for what's known as a **chain of custody** regarding your sample. This is the documentation that assures that the sample collected and tested is indeed the same one, and that steps have been taken to maintain the integrity of the test results. It tracks the specimen from the moment it is collected and stored up

to the point that it is tested at the laboratory and the results are known. A federal drug testing custody and control form must be used and filled out appropriately. Unless it can't possibly be avoided, the person who collects your sample should not be your direct supervisor.

Specimen Collection

You should be positively identified by the collection site person using some type of photo identification or be positively identified by a representative of your employer. You may request to see the collection site person's identification as well. If the collection is directly observed or monitored, that individual must be of the same gender as you.

You will be instructed to remove all unnecessary outer garments (coats, jackets, hats) and leave these garments along with any briefcase, purse, or other bag you may be carrying in a mutually agreeable location. You may keep your wallet. You will also be instructed to empty your pockets and display the items in them to ensure you are not carrying anything that could be used to tamper with a specimen. You will then be asked to wash and dry your hands prior to urination, immediately before providing a urine specimen. Urine specimens must be collected in clean, single-use specimen bottles which are to remain in their protective, sealed wrapper until they can be unwrapped in front of you. This ensures that the specimen is not tainted or contaminated.

You will then be instructed to go into the room used for urination and provide a specimen of at least 45mL.

The temperature of the urine specimen must be taken within four minutes of collection and fall within the acceptable temperature range for testing (90-100 degrees F/32-38 degrees C).

If the collection site person suspects the urine sample has been contaminated or tampered with, any unusual signs must be recorded on the collection site form and you will be asked to provide a second sample. The first sample will still be tested as usual, but the second sample must be collected under direct observation of a same-gender collection site person.

The specimen is then divided into two containers by the collection site person and within your presence. This provides two samples for testing, should you dispute the results of the first test. These two samples, called primary and split, are sent to a testing laboratory certified by the Department of Health and Human Services and must be tracked using the custody and control form.

Both you and the collection site person must keep the specimen in view at all times prior to the specimen container being sealed and labeled in your presence. The collection site person must place an identification label securely on the bottle containing the date, the individual specimen number, and any other identifying information required by your employer. (If separate from the label, a tamperproof seal must also be applied and initialed by you and the collection site person.)

You must then initial the identification label on the specimen bottle to certify that the specimen collected was yours. Regardless of where the sample is collected, steps must be taken to ensure that no other persons are present or may gain access to the area or specimens, which could lead to a false positive result. This includes the process for shipping the sample(s) to the certified testing lab, which must follow Sec. 40.73 of the regulations.

Laboratory Analysis

At the laboratory, an **initial test** is performed on the primary sample. If this test is positive for the presence of controlled substances, a **confirmation test** will be conducted.

Reporting the Results

All test results must be reported to the medical review officer (MRO) in a timely manner, preferably the same day that the review of the specimen by the certifying scientist is completed. The laboratory and MRO must ensure that the results are transmitted in a confidential and secure manner.

Stand-down Provision

An employer may not remove a driver from safety-sensitive functions (stand down) when the MRO receives a laboratory report of a confirmed positive, adulterated, or substituted drug test before the test result has been verified by the MRO. An employer may apply for and receive a waiver from this prohibition by completing an application for a waiver with the Federal Motor Carrier Safety Administration. Consult your company policy and/or supervisor for details.

A review of the results must be done by an MRO, who is required to explore any possible medical explanations for a positive result or a result that indicates a specimen has been adulterated or substituted. At this time, the MRO must contact you about the test result and give you the opportunity to discuss the test result before making a final determination.

A positive test result or a result that indicates a specimen has been adulterated or substituted does not automatically mean you have used drugs and are in violation of DOT regulations. In order to find other possible reasons, the MRO may interview you, review your medical history, and/or review any other bio-medical factors. The MRO must look at all medical records and data you give him/her, such as information on any prescribed medications you are using.

After being notified of a positive test result or a result that indicates a specimen has been adulterated or substituted for the initial test, you have **72 hours** to request the MRO for a test of the split specimen. If you made this request, the split specimen must be tested at a different Department of Health and Human Services certified laboratory. If you do not contact the MRO within 72 hours but can provide a legitimate reason for not doing so, the MRO may order the split specimen test at his/her discretion.

Please note that removal from safety-sensitive duties as required by the regulations following a positive drug test is NOT delayed to await the result of the split specimen test.

If the analysis of the split sample fails to confirm the presence of a drug, or reconfirm that the specimen was adulterated or substituted, the MRO will cancel the test and report this to you and your employer.

The results of all tests must be forwarded to your employer in written form within three working days of completion of the MRO review. All records must be kept confidential. However, these records are required to be released to any potential employers (with your consent) if you seek employment as a driver with another carrier.

What are the Consequences of Violating the Alcohol or Drug Prohibitions?

If you fail an alcohol test: You must be removed from all safety-sensitive functions.

- You may not return to a safety-sensitive function until an evaluation by a substance abuse professional (SAP) has been done, you have complied with prescribed treatment, and you pass a return-to-duty test. You are then subject to six follow-up tests in the first 12 months after your return to duty and may be subject to follow-up testing for up to five years.
- You may not return to safety-sensitive duties for at least 24 hours if alcohol concentration is determined to be 0.02 or greater but less than 0.04.
- Additional consequences of failing an alcohol test will be handled according to your company's policy.

If you test positive for drug(s), or have a verified adulterated or substituted test result:

- You must be removed from all safety-sensitive functions.
- You may not return to a safety-sensitive function until an evaluation by a substance abuse professional (SAP) has been done, you have complied with prescribed treatment, and you pass a return-to-duty test. You are then subject to six follow-up tests in the first 12 months after your return to duty and may be subject to follow-up testing for up to five years.
- Additional consequences will be handled according to your company's policy.

Where Can I Go For Help?

The drug and alcohol regulations require that your employer advise you of the resources available for appropriate treatment for alcohol and drug use. However, the regulations do not require an employer to pay for rehabilitation or to hold a job open for you while undergoing treatment. How these issues are handled depends upon your company's individual alcohol and drug policy.

If you violate an alcohol or drug prohibition, you will be evaluated by a substance abuse professional (SAP) to determine what specific help is needed. This helps ensure that people with alcohol and drug problems get referred to the appropriate agencies for assistance. You can ask your company's designated SAP for more information about treatment.

Before you can return to safety-sensitive functions, you must:

- Have an alcohol test of less than 0.02 and/or a verified negative drug test (depending on the violation).
- Have complied with prescribed treatment.

You must then complete a minimum of six (6) follow-up tests within the first year back to work. (Follow-up testing can be done for up to five (5) years after returning to safety-sensitive functions.)

Self-admission of Alcohol and Drug Use

The regulations include a provision that allows an employer to establish a program that lets a driver voluntarily admit to drug use or alcohol abuse without DOT consequences. Consult your company policy or supervisor to determine whether your company has this type of program.

If an employer has a self-identification program, it must be in writing. The self-identification program must meet certain regulatory requirements:

- An employer may not take disciplinary action against a driver who makes a voluntary admission of alcohol misuse or drug use if:
 - The driver's admission is in accordance with the employer's voluntary self-identification program;
 - The driver does not admit to a substance abuse problem in order to avoid required testing;
 - The driver admits to a substance abuse problem before performing a safety-sensitive function; and
 - The driver does not perform a safety-sensitive function until the employer is satisfied that the driver has been evaluated and has successfully completed education or treatment requirements in accordance with the self-identification program or policy guidelines.
- A qualified voluntary self-identification program must:
 - Prohibit an employer from taking adverse action against a driver who voluntarily admits to alcohol misuse or drug use;
 - Allow the driver to seek evaluation, education, or treatment to establish control over his/her problem;
 - Permit the driver to return to safety-sensitive duties upon successful completion of an educational or treatment program as determined by a drug and alcohol abuse evaluation expert.
- Before returning to a safety-sensitive function, the driver must undergo:
 - A return-to-duty alcohol test with a result of less than 0.02; and/or
 - A return-to-duty drug test with a verified negative test result.

What Are the Effects of Alcohol and Drugs on the Body?

Alcohol

A central nerves system depressant found in beer, wine, hard liquor and in some over-the-counter medications (for example: some allergy and cold medications).

Alcohol is widely abused primarily due to its social acceptance and availability. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. "Abuse" occurs when it is used primarily for its physical and mood-altering effects. About half of all auto accident fatalities in the United States are related to alcohol abuse.

Signs and Symptoms of Use:

- Dulled mental processes
- Lack of Coordination
- Odor of alcohol on breath
- Pupils may be constricted
- Sleepy or stuporous condition
- Slowed reactions
- Slurred speech

Note: With the exception of the odor of alcohol, these are general signs and symptoms of any depressant substance.

Other Effects:

- Greatly impaired driving ability
- Reduced coordination and reflex actions
- Impaired vision and judgment
- Inability to divide attention
- Lowering of inhibitions
- Headaches, nausea, dehydration, unclear thinking, unsettled digestion and aching muscles are associated with overindulgence (hangover).

How does it Work on the Body?

Alcohol first acts on the parts of the brain that affect self-control and other learned behaviors. Diminishing self-control often leads to aggressive behavior. In large doses, alcohol dulls sensations and impairs muscular coordination, memory, and judgment. Taken in large quantities over a long period of time, alcohol can damage the liver and heart, and may cause permanent brain damage. On average, heavy drinkers shorten their life span by about 10 years. After ingestion, alcohol is absorbed through the stomach and intestine into the bloodstream. Here it passes through the liver, where it is metabolized in several steps. Metabolism helps prevent alcohol from accumulating in the body and destroying cells and organs. The liver can't metabolize alcohol as quickly as the body can absorb it. This is the point of intoxication. Any concentration of alcohol that remains un-metabolized can be detected and measured during a blood alcohol concentration test. Many factors contribute to levels of alcohol absorption, rates of metabolism, and intoxication. Among them are: body size and weight, food ingested, gender, physical condition, and other drugs or medications in the body. Impairment begins with one drink.

Health Effects:

Over time, chronic* consumption of alcohol may result in the following health hazards.

- Liver damage
- Inflammation of the esophagus
- Aggravation of peptic ulcers
- Acute and chronic pancreatic malfunction
- Mal-absorption of food nutrients that may lead to malnutrition
- Heart attack
- Hypertension
- Stroke
- Immune system depression (makes body more susceptible to infections)
- Cancer of the liver, esophagus, naso-pharynx or larynx
- Brain damage (dementia, blackouts, seizures, hallucinations, peripheral neuropathy)
- Chronic consumption of alcohol= Average of 3 servings per day of 12 ounces of beer, one ounce of whiskey or six ounces of wine.

How Alcohol Impairs Functions Needed For Driving:

The subtlety and complexity of the skills required to operate a motor vehicle safety make people susceptible to impairment from even low doses of alcohol. The evidence linking alcohol and transportation accidents is supported by experimental studies conducted by the National Institute on ALCOHOL abuse and Alcoholism, relating the effect of alcohol on specific driving-related skills. Impairment is related to alcohol in terms of its concentration in the bloodstream. For example, a blood alcohol concentration (BAC) of 0.04 percent might be achieved by a 150-pound man consuming two drinks in one hour. In driving, the eyes must focus briefly on important objects in the visual field and track them as they move (along with the vehicle). Low to moderate BAC's (0.03 to 0.05 percent) interfere with voluntary eye movements, impairing the eye's ability to rapidly track a moving target.

Steering is a complex psychomotor task. A delay in the body's eye-to-hand reaction time is compounded by the visual effects described above, causing impairment in steering ability at about 0.035 percent BAC. Alcohol impairs every aspect of the brain's information processing. Alcohol impaired drivers require more time to read street signs or respond to traffic signals than unimpaired drivers. As a result, impaired drivers tend to look at sources of information. A narrowing of the field of attention begins at about 0.04 percent BAC. Drivers must divide their attention among many skills in order to keep a vehicle in the proper lane while monitoring the environment for vital safety information. Results of numerous studies show that a deficit in the ability to divide attention may occur at 0.02 percent BAC.

Facts:

- About two in every five Americans will be involved in an alcohol-related vehicle accident in their lifetime.
- The risk of a traffic fatality per mile driven is at least eight times higher for a drunk driver than a sober one.
- A 12-ounce can of beer, a 5-ounce glass of wine and a 1 ½ ounce shot of hard liquor all contain the same amount of alcohol.
- Each 1 ½ ounce of alcohol takes the average body about one hour to process and eliminate.
- Coffee, cold showers and exercise do not quicken sobriety.

Marijuana

Also known as grass, pot, weed, gold, joint, hemp, reefer. Active chemical- THC. Marijuana is one of the most misunderstood and underestimated drugs of abuse. It is used for its mildly tranquilizing, mood and perception altering effects. It alters the brain's interpretation of incoming messages but does not depress the reactions of the central nervous system. It alters a person's sense of time and reduces the ability to perform tasks requiring concentration, swift reflexes and coordination. The drug has a significant effect on a user's judgment, caution and sensory/motor abilities.

Signs and Symptoms of Use:

- Reddened eyes
- Slowed speech
- Distinctive, pungent odor on clothing (aroma of alfalfa combined with incense)
- Lackadaisical "I don't care" attitude
- Chronic fatigue and lack of motivation
- Irritating cough
- Chronic sore throat.

Other Effects:

- Restlessness
- Inability to concentrate
- Increased pulse rate and blood pressure
- Rapidly changing emotions and erratic behavior
- Impaired memory and attention
- Hallucinations, fantasies and paranoia
- Decrease in/temporary loss of fertility
- Distorted perception of time
- Apathy
- Delayed decision making
- Aggressive urges
- Anxiety
- Confusion
- Hallucinations.

Health Effects:

Over time, long-term inhalation of marijuana smoke may result in the following health hazards:

- Lung irritations
- Emphysema-like conditions
- Cancer
- Heart conditions
- Respiratory tract and sinus infections caused by the fungus Aspergillus, a common contaminant of marijuana
- Lowered immune system response
- Aggravation of ulcers
- Brain damage.

(Marijuana causes long-term negative effects on mental function—also known as "acute brain syndrome," characterized by disorders in memory, cognitive functions, sleep patterns and physical condition.)

How Marijuana Impairs Functions Needed For Driving:

Marijuana impairs driving ability for at least 4-6 hours after smoking one "joint" (cigarette); it impairs signal detection (ability to detect a brief flash of light); it impairs tracking (ability to follow moving objects with the eyes); it impairs visual distance measurements; and it chemically alters the brain and gross motor functioning of the body, having a direct impact on the complex system of critical thinking skills and reflexes that allow people to drive safely and conscientiously.

Note: THC is stored in body fat and is slowly released over time, causing a long-term effect on overall performance.

Facts:

- Marijuana remains in the body for 28 days. This is in contrast to alcohol which dissipates in a matter of hours.
- A 500% to 800% increase in THC potency in the past several years makes smoking three to five joints (cigarettes) per week today the equivalent of 15 to 40 joints per week in 1978.
- Combining marijuana with alcohol or other depressant drugs can produce a multiplied effect, increasing the impairment caused by all substances.

Cocaine

A stimulant drug also known as coke or blow when it is inhaled (snorted), ingested or injected. Free-base cocaine, known as crack or rock, is smoked. Cocaine is used medically as a local anesthetic. The entire central nervous system is energized by cocaine. Heart rate and blood pressure are elevated. Muscles become more tense and the body burns more energy. The brain experiences an exhilaration caused by a large release of neurohormones associated with mood elevation. Crack or rock cocaine gets its name from the popping sound heard when it is heated. The most dangerous effect of crack is that it can cause vomiting, rapid heart beat, tremors and convulsive movements. All of this muscle activity increases the demand for oxygen, which can result in a cocaine-induced heart attack. Since the heat regulating center in the brain is also disrupted, dangerously high body temperatures can occur. With high doses, brain functioning, breathing and heartbeat are depressed-leading to death.

Signs and Symptoms of Use:

- Fatigue
- Anxiety and agitation
- Runny or irritated nose
- Difficulty in concentration
- Dilated pupils and visual impairment
- High blood pressure, heart palpitations and irregular heart rhythm
- Insomnia
- Profuse sweating and dry mouth

Other Effects:

- Impaired driving ability
- Hallucinations
- Talkativeness
- Restless, aggressive behavior
- Wide mood swings
- Increased physical activity
- Heightened, but momentary, feeling of confidence, strength and endurance
- Paranoia (triggers mental disorder in users prone to mental instability)
- Repeated sniffing/snorting causes irritation of the nostrils and nasal membrane, which may cause nosebleeds
- Compulsive behavior such as teeth grinding or repeated hand washing
- Craving for more cocaine.

Health Effects:

- Accelerated pulse, blood pressure and respiration. May cause spasms of blood vessels in the brain and heart, leading to ruptured vessels that lead to heart attack and stroke.
- Regular use may upset the chemical balance of the brain, which may speed up the aging process by causing irreparable damage to critical nerve cells.
- Mental dependency on crack cocaine occurs within days (within several months when coke is snorted).
- Cocaine is extremely dangerous when taken with depressant drugs. Death due to overdose can be rapid, and the potentially fatal effects of an overdose are often not reversible.

How Cocaine Impairs Functions Needed For Driving:

Cocaine chemically alters the brain and gross motor functioning of the body, having a direct impact on the complex system of critical thinking skills and reflexes that allow people to drive safely and conscientiously.

Facts:

- The number of cocaine overdose deaths has tripled in the last four years.
- Treatment success rates are lower for cocaine than for other chemical dependencies.
- Cocaine causes the strongest mental dependency of any known drug. Strong psychological dependency can occur within one "hit" of crack.
- Many people think that because crack is smoked, it is safer than other forms of cocaine use. It is not. Crack cocaine is one of the most addictive substances known today. The crack "high" is reached in 4-6 seconds and lasts about 15 minutes.

Amphetamines and Methamphetamines

Stimulant drugs. Some common street names for amphetamines are speed, uppers, black beauties, bennies, wake-ups and dexies. Some common street names for methamphetamines are ice, crank, crystal, meth, 64 glass, cristy, go fast, zip, and in smokeable form "LA" (as in the city of Los Angeles). Amphetamines and methamphetamines are drugs that stimulate the central nervous system and promote a feeling of alertness and an increase in speech and general physical activity.

While amphetamines are usually sold in tablet form, methamphetamines are available as powder, and may be swallowed, snorted or injected.

Although they were widely prescribed at one time for weight reduction and mood elevation, the legal use of amphetamines is now limited to a very narrow range of medical conditions. In action, methamphetamines are nearly identical to amphetamines. It is abused for the physical sense of energy at lower doses and the mental exhilaration of higher doses. Even small, infrequent doses can produce toxic effects in some people.

Signs and Symptoms of Use:

- *Hyper-excitability, restlessness, anxiety
- Dilated pupils
- Profuse sweating
- Rapid respiration
- Difficulty in focusing eyes
- Exaggerated reflexes, body tremors

Other Effects:

- Impaired driving ability
- Loss of appetite
- Headaches/dizziness
- Confusion
- Panic
- Talkativeness
- Inability to concentrate
- Short-term insomnia
- Paranoid thoughts
- Hallucinations.

Health Effects:

- Heartbeat disturbances or heart damage caused by severe constriction of capillary blood vessels
- Increased blood pressure
- Convulsions
- Coma
- Brain damage resulting in speech disturbances
- High doses may cause toxic psychosis resembling schizophrenia
- Long-term users often have acne resembling measles, trouble with their teeth, gums and nails, and dry, dull hair.

How Amphetamines And Methamphetamines Impair Functions Needed For Driving:

They chemically alter the brain and gross motor functioning of the body, having a direct impact on the complex system of critical thinking skills and reflexes that allow people to drive safely and conscientiously.

Fact:

- People with a history of sustained low-dose use quite often become dependent and believe they need to take the drug to "get by." These users frequently keep taking amphetamines to avoid the "down" mood they experience when the "high" wears off.

Opiates

Narcotics, including heroin, morphine, codeine and many synthetic drugs used to alleviate pain, depress body functions and reactions. In large doses, opiates cause a strong euphoric feeling. Common street names are: horse, morpho, China, M, brown sugar, Harry and dope. Sometimes narcotics found in medicines are abused. This includes pain relievers containing opium and cough syrups containing codeine. Heroin is illegal and cannot even be obtained with a physician's prescription. Most medical problems associated with the use of opiates are caused by uncertain dosages, use of unsterile needles, contamination of the drug, or from combining a narcotic with other drugs.

Signs and Symptoms of Use:

- Mood changes
- Impaired mental function and alertness
- Impaired vision
- Constricted pupils
- Impaired coordination

Other Effects:

- Impaired driving ability
- Drowsiness followed by sleep
- Decreased physical activity
- Sleeplessness and drug craving
- Depression and apathy
- Constipation
- Nausea and vomiting.

Health Effects: Facts:

- IV needle users have a high risk for contracting hepatitis and HIV due to the sharing of needles.
- Narcotics pain tolerance. As a result, people could more severely injure themselves and fail to seek medical attention due to lack of pain sensitivity.
- The effects of narcotics are multiplied when used in combination with alcohol and other depressant drugs, causing an increased risk for overdose.

How Opiates Impair Functions Needed For Driving:

Opiates chemically alter the brain and gross motor functioning of the body, having a direct impact on the complex system of critical thinking skills and reflexes that allow people to drive safely and conscientiously.

Fact:

- Heroin also called "junk" or "smack" accounts for 90% of the narcotic abuse in the United States.

Phencyclidine (PCP)

PCP acts as both a depressant and a hallucinogen, and sometimes as a stimulant.
Also called angel dust, rocket fuel, embalming fluid and killer weed.

PCP was developed as a surgical anesthetic in the late 1950's.

Later, due to its unusual side effects in humans, it was restricted to use as a veterinary anesthetic and tranquilizer. Today it has no lawful use and is no longer legally manufactured. It is abused largely for its variety of mood-altering effects. PCP scrambles the brain's internal stimuli and alters how users see and deal with their environment. Routine activities like driving and walking become very difficult.

A low dose produces sedation and euphoric mood changes. The mood can change rapidly from sedation to excitation and agitation. Increased doses produce an excited, confused state including any of the following: muscle rigidity, loss of concentration and memory, visual disturbances, delirium, feelings of isolation, and convulsions.

Signs and Symptoms of Use:

- * Impaired driving ability
- Impaired coordination
- Thick, slurred speech
- Severe confusion and agitation
- Muscle rigidity
- Profuse sweating.

Other Effects:

- Loss of concentration and memory
- Extreme mood shift
- Nystagmus (jerky, involuntary eye movements)
- Rapid heartbeat
- Dizziness
- Convulsions
- Memory loss.

Health Effects

- The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body.
- PCP becomes more potent in combination with other depressant drug, including alcohol, increasing likelihood of an overdose reaction.

How PCP impairs Functions Need for Driving:

PCP chemically alters the brain and gross motor functioning of the body, having a direct impact on the complex system of critical thinking skills and reflexes that allow people to drive safely and conscientiously. **PCP** also causes severe disorientation.

Facts:

- PCP abuse is less common today than in the past.
- There are four phases to PCP use: toxicity (which may be accompanied by convulsion, combativeness, catatonia and even coma), schizophrenia and depression.

OVER-THE COUNTER & PRESCRIPTION MEDICATIONS

Over the counter medications, and even prescription medication, may interfere with your ability to drive safely and within the requirements of the Alcohol and Drug Regulations. Make sure you know about the possible side effects of these drugs before you take them, especially before driving. Consult your physician if you have any question about a prescription and read the ingredient label and directions for use on every over-the-counter drug you use.

A Final Word about Drugs and Alcohol

It's important that you find ways to relieve stress and handle the pressures of your job without resorting to mind-altering substances, especially if those substances remain in your body and over-the counter and prescription medications taken as directed, are not harmful unless they interfere with your ability to drive safely. Let your physician know about your occupation and your schedule so he/she can select the most appropriate medication. Repeated alcohol and drug use may lead to an addiction that cannot be overcome alone. Alcohol and drugs will have a devastating effect on your health, your relationships and your job if you let occasional and legal use cross the line into dependency and the use of illegal substances. If you are concerned about your drinking or drug tendencies or someone else's abusing behavior, know who to contact in your company for help.

Name and telephone number of the person in charge of your company's Drug and Alcohol program:

Name: Mary Hagerty – DOT Compliance Officer – Western Truck School

Signature

Company: *Western Truck School*

Phone number: (800) 929-1320



Family & Educational Rights and Privacy Act (FERPA)



The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena:
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520



FERPA CONSENT TO RELEASE STUDENT INFORMATION

TO: _____
(Name of WTS Official who will be releasing the educational records)

Please provide information from the educational records of:

(Name of Student requesting the release of educational records) to:

(Name(s) of person to whom the educational records will be released, and if appropriate the Relationship to the student such as "parents" or "prospective employer" or "attorney")

The only type of information that is to be released under this consent is:

- transcript
- disciplinary records
- recommendations for employment or admission to other schools
- all records
- other (specify) _____

The information is to be released for the following purpose:

- family communications about school experience
- employment
- admission to an educational institution
- other(specify) _____

I understand the information may be released orally or in the form of copies of written records, as preferred by the requester.

I have a right to inspect any written records released pursuant to this Consent (except for parents' financial records and certain letters of recommendation for which the student waived inspection rights).

I understand I may revoke this Consent upon providing written notice to [Name of Person listed above as the School Official permitted to release the educational records].

I further understand that until this revocation is made, this consent shall remain in effect and my educational records will continue to be provided to [Name of Person listed above to whom the educational records will be released] for the specific purpose described above.

Name (print) _____

Signature _____

Student ID Number _____ Date: _____



Official Transcript Request



Official Transcript Request

Student Information

Social Security Number: _____

Name: _____
Last _____ First _____ M.I. _____ Other Last Names _____

Birth Date: _____ Month(s) & Year Attended: _____

Current Address: _____
Street _____ City _____ State _____ Zip Code _____

Current Contact Information

Telephone: _____ Email Address: _____

Fax No. (if applicable): _____

Name of Person(s) to receive transcript copy (e.g., student and/or authorized representative).

Name of Student: _____

Or Name of Authorized Person: _____

If identifying as an authorized representative, student must also complete the **FERPA** release form that can be requested from WTS by email (maryh@westerntruckschool.com) or by calling Mary Hagerty at the West Sacramento campus (916-972-6500)

Number of Copies: _____

Check one: Email: _____ Land mail address: _____

Email with attachment address: _____

Fax Number: _____

Land Mail Address: _____

Student Signature: _____

Date: _____

Staff Use Only Received by: _____

Date: _____

Entered into system: _____ Mailed: _____

Sent Electronically: _____



Photograph & Video Release Form



Photograph & Video Release Form

I hereby grant permission to the rights of my image, likeness and sound of my voice as recorded on audio or video tape without payment or any other consideration. I understand that my image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my image or recording. I also understand that this material may be used in diverse educational settings within an unrestricted geographic area.

Photographic, audio or video recordings may be used for the following purposes:

- conference presentations
- educational presentations or courses
- informational presentations
- on-line educational courses
- educational videos

By signing this release I understand this permission signifies that photographic or video recordings of me may be electronically displayed via the Internet or in the public educational setting.

I will be consulted about the use of the photographs or video recording for any purpose other than those listed above.

There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.

This release applies to photographic, audio or video recordings collected as part of the sessions listed on this document only.

By signing this form I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person or organization utilizing this material for educational purposes.

Full Name _____

Street Address/P.O. Box _____

City _____

Prov/Postal Code/Zip Code _____

Phone _____ Fax _____

Email Address _____

Signature _____ Date _____

If this release is obtained from a presenter under the age of 19, then the signature of that presenter's parent or legal guardian is also required.

Parent's Signature _____ Date _____