



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

Corporate Address: P.O. Box 980393, Sacramento, CA 95798

1-800-929-1320

---

*A Division of California Truck School, Inc.*

# STUDENT CATALOG

-ALL CAMPUSES-

*Effective Dates:*

*January 1, 2025 through December 31, 2025*

© *Revised January 2025*

Michael A. Nord – President/CEO

Karen E. Trefz – Vice President/Secretary

Michael S. Nord, C.P.A. – COO, CFO/Treasurer

FOUNDING MEMBER:

Commercial Vehicle Training Association

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

**TABLE OF CONTENTS****PAGE**

<b>About Western Truck School (WTS)</b>	<b>1</b>
<b>WTS REGULATORY INFORMATION</b>	<b>1</b>
• WTS Approvals	1-2
• WTS Disclosures & Disclaimers	3
<b>WTS ESSENTIAL STANDARDS &amp; POLICIES:</b>	<b>4</b>
• WTS Equal Opportunity Policy	4
• WTS Reasonable Accommodation Policy	4-5
• WTS Anti-Harassment & Sexual Harassment Policies	5
• WTS Persons with Disabilities Policy	5
• WTS Service animals	5
• WTS Alcohol & Drug Policy	5
• WTS Complaint and Grievances Policy	6
• BPPE Complaint Policies	6
<b>WTS GENERAL OPERATIONS &amp; POLICIES</b>	<b>6</b>
• WTS Campus Locations & Policies	6-7
• WTS Hours of Operation Policies	7
• WTS Open Door Policy	7
• WTS Holiday Schedule	7
• WTS Library/Learning Resources Centers & Policies	7
• WTS Copyright Policy	7
• WTS Right to Operational Revisions Policy	7
• WTS Student Catalog Update Policy	7
<b>WTS ADMISSIONS POLICIES &amp; SERVICES</b>	<b>8</b>
• WTS Admissions Policies	8
• WTS Admissions Requirements	8
• Overview of WTS Admissions Processes/Procedures	8
<b>WTS ACADEMIC CREDIT TRANSFER POLICIES</b>	<b>9</b>
• Notice Concerning Transferability of Credits and Credentials Earned at Our Institution	9
• WTS Notice Concerning the Acceptance of, Or Transferability of Credits, Clock Hours and Credentials Earned at Other Institutions To/By Western Truck School	9
• WTS Notice Concerning Acceptance of Credit/Clock Hours for Prior Learning/Experiential Learning Policies	9
• WTS Notice Evaluation of Previous Education & Training Policy	9
• WTS Maximum Transfer Permitted Policy	9
• WTS Transfer to Other Western Truck School Locations Policy	10
• WTS Policy for Training Completed at Foreign Institutions	10
<b>WTS FINANCIAL SERVICES/ADMINISTRATIVE SERVICES &amp; POLICIES</b>	<b>10</b>
• WTS Financial Services Processes/Procedures	10
• WTS Funding Policies	10
• WTS Enrollment Agreement Policy	10
• WTS Student Records Management & Policies	11
• WTS Student Record Confidentiality Rights (FERPA)	11
• WTS Transcript Policies	11
<b>WTS CAREER/STUDENT SERVICES POLICIES</b>	<b>12</b>
• WTS Career Services/Placement Policies	12
• WTS Additional Placement Assistance Services Policy	12
• WTS Dormitory/Housing Policy	12
• WTS Referrals for Community Services/Assistance (All Campuses)	13
<b>WTS STUDENT CODE OF BEHAVIOR</b>	<b>13</b>
• WTS Student Conduct Policies	13
• WTS Student Dress Code Policies	14
<b>WTS ACADEMIC PROGRAM POLICIES</b>	<b>14</b>

• WTS Credit Hour versus Clock Hour Policy	14
• WTS Program Scheduling Policies	14
• WTS Class Schedules Policy	14
• WTS Scope & Sequence of Trainings Offered Policies	14
• WTS Class Size & Student to Instructor Ratios Policy	15
• WTS Distance Learning Policy	15
• WTS English Language Instruction & English as a Second Language Policies	15
• WTS Independent Study Policy	15
<b>WTS STUDENT ATTENDANCE POLICIES</b>	<b>15</b>
• WTS Attendance Requirements	15
• WTS Maximum Time Frame to Complete Policy	16
• WTS Leave of Absence Policy	16
<b>WTS SATISFACTORY PROGRESS POLICIES</b>	<b>16</b>
• WTS Grading Scale Policy	16
• WTS Grade Point Average Policy	16
• WTS Cumulative Grade Point Average Policy	17
• WTS Satisfactory Progress Policy	17
• WTS Student Assessment/Evaluation Intervals	17
• WTS Probation Policy	17
• WTS Incomplete Policy	17
• WTS Make Up Work Policy	17
• WTS Re-Enrollment/Roll-Over Policies	18
• WTS Withdrawal & Termination Policies	18
• WTS Graduation & Completion Award Policies	18
• WTS Appeals Process for Attendance, Academic Progress, Final Grades & Completion	18
<b>WTS INSTRUCTOR POLICIES &amp; INSTRUCTIONAL STAFF</b>	<b>19</b>
• Instructor Minimum Qualifications	19
• Instructional Staff per Campus	19
<b>WTS TRAINING EQUIPMENT &amp; RESOURCES</b>	<b>20</b>
• WTS Training Equipment & Policies	20
• WTS Training Equipment per Campus	20
<b>WTS BASIC PROGRAM REQUIREMENTS &amp; CDL DEFINITIONS</b>	<b>20</b>
• General Commercial Driver Admissions Information Summary	20
• California Commercial Driver Definitions	20-21
<b>WTS PROGRAM DESCRIPTIONS &amp; OUTLINES</b>	<b>21</b>
• Class A Commercial Driver Program	21-23
• Class A Commercial Driver Extended Program	23-24
• Class A/P Combined Class A Driver & Passenger Endorsement Program	25-27
• Class A Advanced Commercial Driver Program	27-30
• Class A or B Refresher/Specialized/Continuing Education Programs	30-31
• Class B Commercial Driver/Continuing Education Program	32
• Class B/P Combined Commercial Driver/Passenger Endorsement Program	33-34
• Class A or Class B Skills & Driving Development Program	34-35
<b>WTS REFUND &amp; CANCELLATION/CALCULATION POLICIES</b>	<b>35</b>
• WTS Student's Right to Cancel Policy	35
• CA Student Tuition Recovery Fund (STRF) Policy	35-36
• WTS Withdrawals & Termination Refund Policies	36
• WTS Hypothetical Refund Example	37
<b>WTS CONSUMER INFORMATION POLICIES &amp; RESOURCES</b>	<b>37-39</b>
<b>WTS Campus Class Session/Training Sites</b>	<b>40</b>
<b>WTS Class Schedules</b>	<b>41</b>
<b>WTS Tuition Charges</b>	<b>42</b>
<b>VETERANS POLICIES- Title 38 Proof of Issue Form (Page 45)</b>	<b>43-45</b>

## 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 Santee, CA (San Diego area).

### Purpose/Philosophy/Educational Objectives (Revised 02/2022)

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 is 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 02/2022)

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 Santee (San Diego County) CA. The Bureau for Private Postsecondary Education has licensed WTS to operate in California **CEC97897**. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at **1747 N. Market Blvd, Ste 225, Sacramento, CA 95834, website:** [www.bppe.ca.gov](http://www.bppe.ca.gov), **toll free phone(s):** (888)-370-7589 or (916) 574-8900, or **by fax:** (916) 263-1897 {Ed Code §94909 (a) (3) (A)} (Revised 1/2021)

***The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5, or by visiting [osar.bppe.ca.gov](http://osar.bppe.ca.gov).***

#### WTS Veterans Eligibility: California Approving Agency for Veterans Education (CSAAVE): (Revised 1/2021)

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 and its training programs are not accredited by an accrediting agency recognized by the US Department of Education.**

**WTS Approved Locations: {Ed Code §94909 (a) (4)}**  
(Revised 02/2022)

<b>West Sacramento (WS)</b>	<b>Bakersfield (BK)</b>	<b>Santee/San Diego Area Campus (SD)</b>
<p>Main Campus 2742 Industrial Blvd. West Sacramento, CA 95691 Email: wsrep@westerntruckschool.com Call: 800-929-1320 TTY/TDD 916-226-5529</p> <p><b>Satellite Campus (Yard)</b> 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>10541-A Prospect Ave Santee, CA 92071 Email: sdrep@westerntruckschool.com Call: 800-929-1320</p> <p><b>Satellite Campus (Yard)</b> 10380 Channel Rd Lakeside, CA 92071 Email: sdrep@westerntruckschool.com</p>

**WTS Program Approvals/CalVets Provider Eligible: (Revised 06/2023)**

<b>Programs</b>	<b>Clock Hours</b>	<b>Length</b>	<b>Diploma (D) Certificate (C)</b>	<b>BPPE (CA Bureau Private Postsecondary Education)</b>	<b>CalVets</b>
<b>Class A Commercial Driver Program</b> SCO- 53-3032 & 53-3033	160	4 Weeks Days 6 Weeks Nights 8 Weeks Weekends	D	Yes	Yes
<b>Class A Commercial Driver Extended Program</b> SCO- 53-3032 & 53-3033	180	5 Weeks Days 6 Weeks Nights 8 Weeks Weekends	D	Yes	Yes
<b>Class A Advanced Commercial Driver Program</b> SCO- 53-3032 & 53-3033	330	10 Weeks Days	D	Yes	Yes
<b>Class "A/P" Combined Commercial Driver Program (Class A &amp; Class P)</b> SCO- 53-3032 & 53-3033	180	5 Weeks Days 7 Weeks Nights 9 Weeks Weekends	D	Yes	Yes
<b>Class "B/P" Combined Commercial Driver Program (Class B &amp; Class P)</b> SCO- 53-3032 & 53-3033	80	2 Weeks Days	D	Yes	Yes
<b>Class B Commercial Driver Program</b> SCO- 53-3032 & 53-3033	40	4 Days	D	Yes	Yes
<b>Class A or B Specialized/Refresher Commercial Program</b> SCO- 53-3032 & 53-3033	80	4 Days	D	Yes	No
<b>Class A or class B Skills &amp; Driving Development Program</b>	20	Variable	NA	YES	NA
<b>Additional Training Hours</b>	4+	Variable	NA	NA	NA

## WTS Disclosures/Disclaimers

### WTS Bankruptcy Statement Disclosure: {Ed Code §94909 (a) (12)} (Revised 02/2022):

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 02/2022)

The Western Truck School Catalog is provided to all prospective students and can be accessed from the Western Truck School website: [www.westertruckschool.com](http://www.westertruckschool.com) or by contacting the school directly at 1-800-929-1320.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheets, which must be provided to you prior to signing an enrollment 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) School Performance Fact Sheets containing data submitted to the respective agency in the required Annual Reports. {Ed Code §94911 (i) (1)}. (Revised 02/2022)

The BPPE School Performance Fact Sheets are also available from the WTS website: [www.westertruckschool.com](http://www.westertruckschool.com), under the “Resources” link. 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 [https://www.bppe.ca.gov/annual\\_report](https://www.bppe.ca.gov/annual_report) (Revised 02/2022)

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) for all campuses and for the West Sacramento Main Campus only. (Revised 02/2022).

***The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 3707589, option #5, or by visiting [osar.bppe.ca.gov](http://osar.bppe.ca.gov).***

### **General Contact Information for BPPE:**

Bureau for Private Postsecondary Education

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

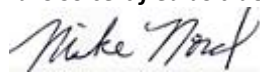
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Phone: (888) 370-7589 or by fax (916) 263-1897

(916) 574-8900 or by fax (916) 263-1897 (Revised 02/2022)

***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 02/2022)

### **WTS Equal Opportunity Policy: (Revised 02/2022)**

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) (2019). See "**WTS Complaint Policies**" section for information on reporting violations of WTS policies.

### **WTS Reasonable Accommodation Policy: (Revised 06/2023)**

**Western Truck School (WTS)** is committed to providing equal opportunity and reasonable accommodations to employees/students with disabilities. WTS complies with the Americans with Disabilities Act and all other applicable federal, state, and local laws regarding disability discrimination and accommodation.

Reasonable accommodations are available for the known physical or mental limitations of qualified employees/students with disabilities. An employee/student is *qualified* if they can perform essential job functions with or without reasonable accommodation. For purposes of this policy, a *disability* is any physical or mental impairment that substantially limits a major life activity.

A *reasonable accommodation* is a modification or adjustment of an employee's/student's job or work environment or training that enables that employee/student to perform essential job/training functions or enjoy the same employment or training benefits and privileges as similarly situated employees/students without disabilities. Examples of reasonable accommodations include: modifying a workspace to make it wheelchair accessible, providing screen reading software, or adjusting an employee's work schedule to accommodate medical appointments. WTS does not provide accommodations of a personal nature, such as eyeglasses or hearing aids. WTS is committed to providing accommodations so long as accommodations do not place an undue hardship on business operations or pose a threat to the health or safety of employees/students in the workplace.

### **ACCOMMODATION PROCESS**

WTS will actively engage in an interactive process with employees/students who request accommodations to determine what, if any, accommodation can be provided. WTS aims to process requests for accommodations in a prompt and efficient manner.

Employees/students can request accommodations by contacting their immediate supervisor/instructor or human resources. Employees/students can contact human resources by phone, by email, or in person.

Once WTS receives accommodation documentation, WTS makes an initial determination about the employee's/student's eligibility for accommodations. WTS can request additional medical information or have an employee's/student's medical information reviewed by a medical expert to make this initial determination. In addition, WTS can ask employees/students to provide information about their educational qualifications and work experience if their reassignment to another position is considered as an accommodation.

If WTS finds that an employee/student is eligible for an accommodation, WTS notifies the employee's supervisor or instructor. WTS works with the employee's supervisor or instructor to examine the essential functions of the employee's job or student's training and find what, if any, accommodation can be provided. Determinations regarding accommodations are made jointly by WTS and the employee's supervisors/student's instructors. Such determinations are made on a case-by-case basis.

Employees/students who are denied accommodations are notified of the denial and the basis for the denial. Employees/students can appeal accommodation determination rulings.

Accommodations are reviewed annually. As part of the review, employees/students can be asked to provide updated medical information to demonstrate that the need for accommodations is ongoing.

Employees/students who have questions about the accommodation process should contact their campus lead Administrator or Instructor.

## CONFIDENTIALITY

All information obtained by WTS concerning medical conditions or history of employees/students, including genetic information, is maintained in separate medical files and treated as confidential records that are disclosed only as permitted by law. Supervisors/Instructors who have knowledge of employees/students' medical information are prohibited from sharing such information unless others need to be informed.

## ANTI-RETALIATION

Retaliation for requesting or being granted a disability accommodation is prohibited. If an employee or student believes that they are subject to retaliation based on a disability accommodation(s) or a disability accommodation request, they should inform their campuses Lead Administrator or Lead Instructor. *See "WTS Complaint Policies" for information on reporting violations of WTS policies.*

### ***WTS Response to Title IX (Anti-Harassment/Sexual Harassment Policies): (Revised 02/2022)***

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 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.*

### ***WTS Persons with Disabilities Policy (Americans with Disability Act): (Revised 02/2022)***

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>). Request for Auxiliary aids, interpreting services, and other reasonable accommodations are available upon request. Please contact Michael Nord at 916-374-7266 no later than five days in advance. CA relay services are available by dialing 711 and referencing the host agency's phone number. *See "WTS Complaint Policies" for information on reporting violations of WTS policies.*

### ***WTS Service Animal Policy: (Revised 06/2023)***

Western Truck School does not allow animals in the workplace; however, an individual with a disability may request a reasonable accommodation under the Americans with Disabilities Act to bring a service animal to work when medically necessary.

## SERVICE ANIMALS

In general, a service animal is an animal trained to work or perform tasks for the benefit of an individual with a disability, such as guiding individuals with impaired vision, alerting individuals to an impending seizure, or pulling a wheelchair and fetching dropped items.

WTS will evaluate all requests to bring a service animal into the workplace to determine if the accommodation is reasonable and can be provided without undue hardship. Employees and students may be asked to bring the service animal to the workplace to demonstrate the animal's training and ability to be in the workplace without disruption.

If an accommodation is granted to allow a service animal in the workplace or student classroom, the arrangement may be permitted on a temporary or trial basis. Reasonable behavior is expected from service animals while on company property. **Disruptive** and **aggressive** service animals **must be removed from the premises immediately** and permission to bring the animal to work will be revoked.

All animals need to be immunized against rabies and other diseases common to that type of animal. All vaccinations must be current, and animals must be in good health.

Service animals must wear an owner identification tag (which includes the name and phone number of the owner) at all times. Animals must be on a leash, harness or other type of restraint at all times, unless the employee is unable to retain an animal on leash due to a disability.

The employee or student must be in full control of the animal at all times. The care and supervision of the animal is solely the responsibility of the employee. The employee is expected to clean and dispose of all animal waste appropriately.

### ***WTS Alcohol & Drug Education Policy: (Revised 02/2022)***

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" for information on reporting violations of WTS policies.*



### ***WTS Complaint/Grievance Policies: (Revised 02/2022)***

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 for the WTS West Sacramento campus and the New Student Orientation Packet also contains information and forms for those agencies, too.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. If the complaint is not resolved to the student's satisfaction, student may submit a complaint in writing to the Training Coordinator. The Training Coordinator will log the complaint on to a "Student Complaint Form" and will begin an investigation. If the complaint is not resolved to the student's satisfaction, the student may submit the complaint in writing to the Director of Education. The Director of Education will contact the Training Coordinator to investigate the complaint. The Director of Education will resolve the complaint and notify both the Training Coordinator and student in writing of the results of the investigation and determinations that have been made. If the complaint is not resolved to the student's satisfaction, the student may submit the complaint in writing to the Vice President of Operations of the Company. The Vice President of Operations will contact the Director of Education to investigate the complaint. The Vice President of Operations will resolve the complaint and inform the student in writing of results and determinations. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to: **Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, Phone: 1-888-370-7589 or 916-574-8900, Fax: 916-263-1897. [www.bppe.ca.gov](http://www.bppe.ca.gov).**

### ***BPPE Complaint Requirement: (Revised 02/2022)***

Required CA Bureau of Private Postsecondary Education (BPPE) Student Complaint Policy/Process: {5 CCR §71810 (b)} (Revised 02/2022)  
Student Complaint Procedures/Resolution & Student Rights: BPPE Requirement: {5 CCR §71810(b)(14)} (Revised 02/2022)

***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(b)(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 with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet website: [www.bppe.ca.gov](http://www.bppe.ca.gov). {Ed Code §94909 (a) (3) (C)}

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

(Revised 02/2022)

### ***WTS Campus Locations: (Revised 01/2023)***

Western Truck School campuses are located in industrial areas. **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.** Campuses are located along major freeways on local streets and highways, with easy access to local bus service and ample parking for staff/student vehicles. **Satellite locations only include classrooms and are for instruction purposes only.**

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 01/2023)***

The main campus is at 2742 Industrial Blvd., West Sacramento, CA 95691—across the Sacramento River from downtown Sacramento. The West Sacramento campus building has approximately 2,200 square feet of space that includes a reception area, administrative offices, a classroom training area, a library resource center (LRC), break rooms, restrooms, and also has ample off-street parking.

**West Sacramento Satellite Campus:** (Revised 01/2023)

The yard/practical training area of the West Sacramento Satellite Campus is located one mile from the main campus at 1925 Enterprise Blvd. 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. **Satellite locations only include classrooms and are for instruction purposes only.**

**Bakersfield Branch Campus:** (Revised 01/2023)

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 **Learning Resource Center**. 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/Santee Branch Campus:** (Revised 01/2023)

The San Diego or "Santee" campus includes a single building with office space of 2,000 square feet. It also includes a classroom and laboratory. 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 01/2023)

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 schedule & size policies are provided on page 14 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 02/2022)

WTS observes the following holidays:

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

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

**WTS Library/Learning Resource Centers (LRC):** (Revised 02/2022)

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 02/2022)

**WTS Copyright Policy:**

It is the intention of 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:**

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 Student Catalog Update Policy:** (Revised 02/2022):

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 02/2022)

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

Western Truck School does not have any transfer or articulation agreements with any other college or university that provides for the transfer of credits earned in the program of instruction.

### **WTS Admissions Requirements:**

In order to be accepted for training as an entry-level truck driver, an applicant must (Revised 02/2022):

- 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 *ACTT- Association of Classroom Teacher Testers* as its Ability to Benefit Test. The *ACTT 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 *ACTT* Ability-to-Benefit exam (i.e., the accepted/identified benchmark as of Jan. 2019).
  - For English as second language applicants, the successful completion of the *ACTT* test 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 WTS Admission Processes/Procedures:** {5 CCR §71810 (b) (4)}; {Ed Code §94909 (a) (8) (A)} (Revised 02/2022)

The typical Admissions process is as follows:

- First, an applicant communicates with a WTS Admissions Representative and then fills out a WTS Pre-Application form and a pre-admission electronic file is created for the applicant.
- Each applicant is then given a tour of the School (i.e., unless the initial application steps are not accomplished in person).
- Next the applicant continues discussions with a WTS Admissions Representative who will provide more detailed information about the School, Admissions requirements (including the Drug Screen requirement), WTS programs/trainings, WTS Career Services, WTS training schedule options, WTS costs/tuition and funding obligations/options.
  - All enrolled students, other than those exempted due to active duty in the US Armed Forces and individuals who are current subject to random drug testing, must have received a negative NIDA 5-Panel drug test result before the applicant performs a safety-sensitive function such as driving a commercial vehicle.
  - ***During the interview process, it is also pointed out that if the applicant has any DUI (Driving Under Influence) convictions or more than three moving violations on his/her driving record, any Worker's Compensation claims in the last three years, felony convictions, neck or back problems, or a non-verifiable work history, it may be difficult to secure employment with certain employers.***
- Next, the applicant is informed of the next available class starting date(s), other admission requirements, and school policies, in general; and the formal Enrollment process commences (e.g., submission of required documentation, participation in required processing).
- Next the applicant is advised of payment options, payment methods and timelines by an appropriate WTS staff member.
- A complete school catalog is provided to all students during the initial enrollment processes, if an applicant has not already received a catalog and/or downloaded one from the WTS website [www.westerntruckschool.com](http://www.westerntruckschool.com), a request can be made for one via any method of communication.

## WTS ACADEMIC CREDIT TRANSFER POLICIES

{Ed Code §94909 (a) (15)} (Revised 02/2022)

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

The transferability of credits you earn at Western Truck School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of **the certificate** you earn in the **educational programs: • Class A Commercial Driver Program • Class A Commercial Driver Extended Program • Class A Advanced Commercial Driver Program • Class A/P Combined Commercial Driver Program • Class B/P Combined Commercial Driver Program • Class B Commercial Driver Program • Class A or B Specialized/Refresher Program** is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Western Truck School to determine if your certificate will transfer.

Western Truck School does not have any transfer or articulation agreements with any other college or university that provides for the transfer of credits earned in the program of instruction.

### **“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 02/2022)**

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 02/2022)**

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 02/2022)**

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

### **WTS MAXIMUM TRANSFER PERMITTED:**

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

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

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

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

Evaluating training at foreign institutions for transfer into a Western Truck School (WTS) program will be subject to US Department of Transportation regulations, CA Department of Motor Vehicles regulations and the regulations of the CA Bureau for Private Postsecondary Education (BPPE).

## **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.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys paid from federal financial aid funds.

### **WTS Funding Policies {Ed Code §94909 (a) (10)} (Revised 02/2022)**

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 02/2022)**

**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 36) 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 02/2022)***

An official academic record is maintained permanently as required for each student either physically or electronically at the Corporate offices located at 2742 Industrial Blvd., West Sacramento, CA 95691. Current student files are only available at campus locations during attendance. No records are maintained/archived at campus locations after a student has either completed her/his program or has left her/his program, other than a digital or electronic copy. The Student record contains information such as Student Name & Contact, Title of Training/Program, Admissions Enrollment, Evaluation of Transfer Request (if applicable), Financial, Attendance, Assessments/Grades, Training/Program Completion Date/or Date of Withdrawal/Termination, Student Advisement and Career Services/Placement.

Financial records are maintained for each student at the West Sacramento Main Campus. The Financial Records provide a complete record of tuition charges, payments, refunds, financial transactions and dates of financial activity. These records are maintained indefinitely following the date of the student's graduation, withdrawal or termination. Student records are confidential records. At any time, students may review their academic or financial records with the Financial Officer and/or the COO or an appropriate designee. In the event of a School closure, the appointed Custodian of Records as required by the California Education Code would maintain student records ([http://www.bppe.ca.gov/students/custodian\\_records.shtml](http://www.bppe.ca.gov/students/custodian_records.shtml)).

***WTS Student Record Confidentiality Rights/FERPA: (Revised 02/2022):***

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

***WTS Transcript Policy: {Ed Code §94909 (b)} (Revised 02/2022)***

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, 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: [sean@westerntruckschool.com](mailto:sean@westerntruckschool.com)**

**Land mail requests:**

*Michael Nord*

*Western Truck School*

*PO Box 980393*

*West Sacramento, CA 95798-0393*

## WTS CAREER/STUDENT SERVICES & POLICIES

(Revised 02/2022)

### ***WTS Career Services/Placement Policies {5 CCR 76215 (a)} {Ed Code §94909 (a) (13)}: (Revised 02/2022)***

***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 02/2022)***

WTS 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.

<b>West Sacramento</b>		<b>Bakersfield</b>		<b>Santee/San Diego County</b>	
<b>Medical</b>		<b>Medical</b>		<b>Medical</b>	
CA Dept. of Developmental Svcs 1600 9 <sup>th</sup> Street Sacramento, CA 95814-6434 <a href="http://www.dds.ca.gov">www.dds.ca.gov</a>	916-645-3839	Kern County- Behavioral Health & Recovery Services 2001 28 <sup>th</sup> St Bakersfield, CA 93301 <a href="http://www.kernbhhs.org">www.kernbhhs.org</a>	661-868-6600	Center for Community Counseling 4283 El Cajon Blvd, Suite 215 San Diego, CA 92105 <a href="http://www.centerforcommunitycounseling.org">www.centerforcommunitycounseling.org</a>	619-594-4918
Well Space Health 8233 E Stockton Blvd, Ste. D Sacramento, CA 95828 <a href="http://www.wellspacehealth.org">www.wellspacehealth.org</a>	916-737-5555	Synergy Recovery Services 7910 Downing Ave, #200 Bakersfield, CA 93308 <a href="http://www.synergyrecoveryservices.com">www.synergyrecoveryservices.com</a>	661-878-9930	Nicole Weiss LCSW- Mental Health 1767 Grand San Diego, CA 92109 <a href="http://www.nicolelcsw.com">www.nicolelcsw.com</a>	619-318-5012
Mercy General Hospital 4001 J Street Sacramento, CA 95819 <a href="http://www.dignityhealth.org">www.dignityhealth.org</a>	916-453-4545	Adventist Health 2615 Chester Ave. Bakersfield, CA 93301 <a href="http://www.adventisthealth.org">www.adventisthealth.org</a>	661-395-3000	Sharp Grossmont Hospital 5555 Grossmont Drive La Mesa, CA 91942 <a href="http://www.sharp.com">www.sharp.com</a>	619-740-6000
Sacramento Occupational Medical 5665 Power Inn Rd, Suite 120 Sacramento, CA 95824 West Sacramento, CA 95691 <a href="http://somg.net">somg.net</a>	916-387-6929	Peck Counseling Services 3838 San Dimas St, Suite A-100 Bakersfield, CA 93301 <a href="http://www.psychologytoday.com">www.psychologytoday.com</a>	661-766-4989	Mental Health Systems 9465 Farnham Street San Diego, CA 92123 <a href="http://www.mhsinc.org">www.mhsinc.org</a>	858-573-2600
<b>Housing</b>		<b>Housing</b>		<b>Housing</b>	
Motel 6 1254 Halyard Dr. West Sacramento, CA 95691	916-372-3629	Motel 6 5241 Olive Tree Ct Bakersfield, CA 93308	661-392-9700	Super 8 El Cajon 471 North Magnolia Ave El Cajon, CA 92020	619-447-3999
Ramada Inn 1250 Halyard Drive West Sacramento, CA 95691	916-371-2100	Travelodge Inn 1011 Oak Street Bakersfield, CA 93304	661-325-0772	Heritage Inn La Mesa 7851 Fletcher Pkwy La Mesa, CA 91942	619-698-9444
<b>Social Services</b>		<b>Social Services</b>		<b>Social Services</b>	
Yolo Family Service Agency  Email: <a href="mailto:info@yfsa.net">info@yfsa.net</a>	530-662-2211	All Homecare  31 H Street Bakersfield, CA 93304 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
<b>Transportation</b>		<b>Transportation</b>		<b>Transportation</b>	
Yolo Bus	916-371-2877 530-666-2877	Golden Empire Travel 1830 Golden State Ave Bakersfield, CA 93301	661-869-2438	Metropolitan Transportation System	619-233-3004

## **WTS STUDENT CODE of BEHAVIOR POLICIES**

### **WTS Student Conduct Policies: (Revised 02/2022)**

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 02/2022)



**Student Dress Code Policy: (Revised 02/2022)**

WTS 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 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 02/2022)*

**WTS Credit Hour vs Clock Hour Policy: {5 CCR §71810 (b)} (Revised 02/2022)**

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.

**WTS Program Scheduling Policies: (Revised 02/2022)**

Noted previously, WTS’s 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 02/2022)**

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
Day	M-Th	6am-5pm	10	60 Minutes	2
Weekend	Sat-Sun	6am-5pm Or 7am-6pm	10	60 Minutes	2
Evening	M-F	5:30pm-11pm	5	N/A	1
Special Programs (4 Day)	M-Th	6am-5pm Or 7am-6pm	10	60 Minutes	2
Specials (cont’d) (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 Scope & Sequence of Trainings Offered (Revised 02/2022)**

- The first 40 clock hours of the 160/180/330 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 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.

**WTS Class Size & Student to Instructor Ratios** (Revised 02/2022)

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 02/2022)

<b>PROGRAMS</b>	<b>STUDENTS</b>	<b>INSTRUCTOR</b>
160/180/330 Clock Hour Programs: Initial Classroom Instruction	20	1
160/180/330 Clock Hour Programs Pre-Licensure Yard Skills Training per Truck	4	1
160/180/330 Pre-Licensure Clock Hour Programs Per Over-the-Road Training per Truck	4	1
330 Clock Hour Programs Post Licensure Classroom Trainings	4	1
330 Clock Hour Programs Post-Licensure Yard Skills Training per Truck	4	1
330 Post-Licensure Clock Hour Programs Per Over-the-Road Training per Truck	4	1
40 Clock Hour Specials/Refreshers per Truck	2	1

***Minimum/Maximum Class Sizes Are Dependent Upon Programs***

<b>PROGRAM CLASS SIZES</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
160/180 Clock Hour Programs	3	4 per Truck
330- Clock Hour Programs	2 (with COO special permission)	4 per Truck
40 Clock Hour Specials/Refreshers	1	2 per Truck

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 02/2022)

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 02/2022)

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 02/2022)

**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 02/2022)

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 02/2022)**

**WTS Leave of Absence Policy (LOA):** {Ed Code §94909 (a) (8) (E)} (Revised 02/2022)

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.

**WTS STUDENT SATISFACTORY ACADEMIC PROGRESS POLICIES (SAP)**

{5 CCR §71810 (B) (8)} (Revised 02/2022)

**Grading Scale:** (Revised 02/2022)

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 02/2022)

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 02/2022)**

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 02/2022)**

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 02/2022)**

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 02/2022)**

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/ 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/ clock hour programs and two days for 40 hour programs) (Revised 02/2022). 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 02/2022)**

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/ 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 02/2022)**

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 above). 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/ 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 02/2022)**

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 02/2022)**

Withdrawal may occur when the student provides a written notice of withdrawal either by mail or hand delivery to: **Western Truck School, Attn: Michael Nord-Admissions Address: 2742 Industrial Blvd, West Sacramento, CA 95691**. 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.

### **WTS Graduation & Completion Award Policies: {5 CCR §71810 (b)} (Revised 02/2022)**

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 Appeals Process for Attendance, Academic Progress, Final Grades & Completion**

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).

Appealing a determination made by 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 Santee 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 04/2023)

### **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 20-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 01/2025)

#### ***WEST SACRAMENTO (WS)***

<b><i>Name</i></b>	<b><i>Position</i></b>	<b><i>Instructor Qualifications</i></b>
Serge Panasenکو	Instructor	CDL Class A Holder
German Henriquez	Instructor	CDL Class A Holder
Vernon Morreira	Instructor	CDL Class A Holder
Noor Khattak	Instructor	CDL Class A Holder

#### ***BAKERSFIELD (BK)***

<b><i>Name</i></b>	<b><i>Position</i></b>	<b><i>Instructor Qualifications</i></b>
Matthew Reeves	Instructor	CDL Class A Holder
Mark Rodriguez-Trujillo	Instructor	CDL Class A Holder
Arturo Diaz	Instructor	CDL Class A Holder

#### ***SANTEE/SAN DIEGO (SD)***

<b><i>Name</i></b>	<b><i>Position</i></b>	<b><i>Instructor Qualifications</i></b>
Albert Ledbetter	Instructor	CDL Class A Holder
Chadwick Williams	Instructor	CDL Class A Holder

***\*Satellite locations only include classrooms and are for instruction purposes only. \****

## WTS TRAINING EQUIPMENT & RESOURCES

### WTS Training Equipment (Revised 06/2023)

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, 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				SANTEE/SAN DIEGO COUNTY			
F-1	Freightliner	2012	TRK	F-25	Freightliner	2012	TRK	F-3	Freightliner	2012	TRK
F-15	Freightliner	2014	TRK	V-2	Volvo	2013	TRK	V-3	Volvo	2013	TRK
V-1	Volvo	2012	TRK	V-25	Volvo	2014	TRK	V-35	Volvo	2014	TRK
				366	ProStar	2016	TRK	365	ProStar	2016	TRK
361	ProStar	2016	TRK	DV-41 28'	Brown	1965	TRLR	DV-16-27'	Pike	1972	TRLR
368	ProStar	2016	TRK	SB-4	Steihn	1978	TRLR	SB-1 28'	Stroughton	1995	TRLR
SB-3-28'	Whiting	1995	TRLR	DLV102 48'	Strick	1984	TRLR	DV-64 28'	Trailmobile	1984	TRLR
NG-1/DVL-109	Strickland	1984	TRLR					FB-8 27'	Utility	1967	TRLR
DVL-103-48'	Strickland	1984	TRLR					FB-14-27'	Utility	1965	TRLR
DLV-100 48'	Strick	1984	TRLR					DLV-101 48'	Strick	1983	TRLR
FB-12-28'	Pullman	1953	TRLR					DLV-104 48'	Strick	1984	TRLR
DV-37-28'	Hobbs		TRLR					DV-16-27'	Pike	1972	TRLR

## WTS BASIC PROGRAM REQUIREMENTS & CDL DEFINITIONS

{Ed Code §94909 (a) (5)} (Revised 02/2022)

### 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. 2019). 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 02/2022)
- **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.
  - Western Truck does **not** accept international or foreign student applications.

### Commercial Driver License Definitions: California Commercial Driver Handbook: [https://www.dmv.ca.gov/web/eng\\_pdf/comhdbk.pdf](https://www.dmv.ca.gov/web/eng_pdf/comhdbk.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 10/2023}*

All programs are designed to lead to positions in a profession, occupation, trade, or career field requiring the Commercial Driver's License (Class A or B).

According to California's Commercial Driver Handbook, in order to get a CDL Learner's Permit, applicants must be at least 18 years old and must have a valid driver license. To get a California CDL, applicants must be at least 18 years old for intrastate driving and must be at least 21 years old for interstate driving. Applicants must also supply the following: completed CDL application, true full name, an approved Medical Exam Report Form, an acceptable birth date/legal presence document, social security card, a certificate of driving skill, and the application fee. Additional details can be found in the California Commercial Driver Handbook: [dmv.ca.gov](http://dmv.ca.gov) or by calling 1-800-777-0133

### **160 CLOCK HOURS: "CLASS A COMMERCIAL DRIVER PROGRAM" (CDLA)** ***(This program is approved by BPPE and the CalVets for all campuses)***

#### 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 WTS 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 41.

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

<b>SCOPE &amp; SEQUENCE OF PROGRAM</b>	<b>CLOCK HOURS</b>
<b>CLASSROOM/LECTURE CLOCK HOURS</b>	
Orientation:	2.0
CDL Training:	
• Logging In/Hours of Service & Trip Planning/ELDs	8.0
• CSA (Compliance/Safety/Accountability): The Basics/Basic Business Practices	5.0
• Pre-Trip Inspections (Control Systems/Vehicle Systems/Vehicle Inspection/Basic Controls/Coupling & Uncoupling/Doors/Lights/ Electrical Systems/Braking Systems/Undercarriages/Axels/ Tires/Frames/Diagnosing & Reporting Concerns/Preventative Maintenance and so forth)	10.0
• Air Brakes & Braking (Brake Systems/Basic Control/DMV Benchmarks)	5.0
• Defensive Driving (Speed Management/Space Management/Emergency Maneuvers/Night Driving)	4.0
• DOT (Department of Transportation) Safety Regulations/Procedures (Driving Intoxicated/Railroad Crossing/Vehicle Weight, Length\, Height Issues/Adornments/Cargo Issues/Hazardous Materials/Accident Procedures	5.0
• DMV Permit Test Prep	1.0
<b>TOTAL CLASSROOM/LECTURE CLOCK HOURS:</b>	<b>40.0</b>
<b>YARD/FIELD CLOCK HOURS</b>	
Vehicle Inspection (Pre-Post Trip):	
• Coupling/Uncoupling (Semis/Doubles)	2.0
• Around the Truck	2.5
• In the Cab	2.5
• Brake Adjustment/Brake Test	2.5
Backing:	
• Straight Line Backing	2.0
• Offset 90 Degrees	3.0
• Skilled Backing Maneuvers	3.0
Shifting:	
• Double Clutching	3.0
• Up Shifting	3.0
• Down Shifting	3.0
Driving Skills:	
• Turns (L/R) & Mirrors	2
• Braking & Shifting	2.5
• Lane Positioning/Bike Lanes	2.0
• Parking (Safety Procedures/Diagonal Parking/Parallel Parking/Emergency Parking)	2.0
• Safe Driving (Railroad Crossing/Scanning for Hazards/Defensive Driving)	2.0
Practical Driving Skills Capstone Review	3.0
<b>TOTAL YARD/FIELD CLOCK HOURS:</b>	<b>40.0</b>
<b>GROUP STUDY/OBSERVATION</b>	<b>80.0</b>
<b>TOTAL PROGRAM CLOCK HOURS:</b>	<b>160.0</b>

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

**\*NOTE\* The INITIAL CDL Permit fee and ONE (1) DMV drive test is included in the cost of the program. Should the Student Fail the FIRST DMV drive test, the STUDENT is responsible for EACH subsequent DMV Drive retest fee of \$45.00 each. After THREE (3) DMV test failures, students must obtain and are responsible for the fee of another/new DMV Permit at the fee of \$98.00 if they desire to continue seeking a Commercial Driver License (CDL). STUDENTS ARE REQUIRED to attend an add'l 15-hour training program to qualify for a second learners permit and subsequent DMV testing \*\*DMV FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE\*\***

### **180 CLOCK HOURS: "CLASS A COMMERCIAL DRIVER EXTENDED PROGRAM" (CDLAX)**

**(This program is approved by BPPE for all campuses)** 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 WTS 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 41. Students successfully completing the extended program will have engaged in more focused practical training as well as will be awarded a WTS Diploma.

<b>CLASS A COMMERCIAL DRIVER EXTENDED PROGRAM OUTLINE (CDLAX) (180 Clock Hours)</b>	
<b>SCOPE &amp; SEQUENCE OF PROGRAM</b>	<b>CLOCK HOURS</b>
<b>CLASSROOM/LECTURE CLOCK HOURS</b>	
Orientation:	2.0
CDL Training:	
• Logging In/Hours of Service & Trip Planning/ELDs	8.0
• CSA (Compliance/Safety/Accountability): The Basics/Basic Business Practices	5.0
• Pre-Trip Inspections (Control Systems/Vehicle Systems/Vehicle Inspection/Basic Controls/Coupling & Uncoupling/Doors/Lights/Electrical Systems/Braking Systems/Undercarriages/Axels/ Tires/Frames/Diagnosing & Reporting Concerns/Preventative Maintenance and so forth)	10.0
• Air Brakes & Braking (Brake Systems/Basic Control/DMV Benchmarks)	5.0
• Defensive Driving (Speed Management/Space Management/Emergency Maneuvers/Night Driving)	4.0
• DOT (Department of Transportation) Safety Regulations/Procedures (Driving Intoxicated/Railroad Crossing/Vehicle Weight, Length\, Height Issues/Adornments/Cargo Issues/Hazardous Materials/Accident Procedures	5.0
• DMV Permit Test Prep	1.0
<b>TOTAL CLASSROOM/LECTURE CLOCK HOURS:</b>	<b>40.0</b>
<b>YARD/FIELD CLOCK HOURS</b>	
Vehicle Inspection (Pre-Post Trip):	
• Coupling/Uncoupling (Semis/Doubles)	2.0
• Around the Truck	3.0
• In the Cab	3.0
• Brake Adjustment/Brake Test	3.0
Backing:	
• Straight Line Backing	3.0
• Offset 90 Degrees	3.0
• Skilled Backing Maneuvers	3.0
Shifting:	
• Double Clutching	3.5
• Up Shifting	3.5
• Down Shifting	3.5
Driving Skills:	
• Turns (L/R) & Mirrors	3.0
• Braking & Shifting	3.0
• Lane Positioning/Bike Lanes	3.0
• Parking (Safety Procedures/Diagonal Parking/Parallel Parking/Emergency Parking)	3.0
• Safe Driving (Railroad Crossing/Scanning for Hazards/Defensive Driving)	3.5
• Driving Evaluation (Identify Areas for Enhanced Learning/Practice)	11.0
Practical Driving Skills Capstone Review	3.0
<b>TOTAL YARD/FIELD CLOCK HOURS:</b>	<b>60.0</b>
<b>GROUP STUDY/OBSERVATION</b>	<b>80.0</b>
<b>TOTAL PROGRAM CLOCK HOURS:</b>	<b>180.0</b>

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

**\*NOTE\* The INITIAL CDL Permit fee and ONE (1) DMV drive test is included in the cost of the program. Should the Student Fail the FIRST DMV drive test, the STUDENT is responsible for EACH subsequent DMV Drive retest fee of \$45.00 each. After THREE (3) DMV test failures, students must obtain and are responsible for the fee of another/new DMV Permit at the fee of \$98.00 if they desire to continue seeking a Commercial Driver License (CDL). STUDENTS ARE REQUIRED to attend an add'l 15-hour training program to qualify for a second learners permit and subsequent DMV testing \*\*DMV FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE\*\***

**180 CLOCK HOURS: "CLASS A/P COMBINED COMMERCIAL DRIVER PROGRAM" (COMBINED CLASS A PROGRAM & PASSENGER ENDORSEMENT) (CDLAP) (Revised 04/2023)**

**\* PROGRAM TEMPORARILY ON HOLD \***

***(This program is approved by BPPE for all campuses)***

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 WTS 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..

<b>CLASS A/P COMBINED COMMERCIAL DRIVER PROGRAM OUTLINE (CDLAP)</b> <i>(Class A CDL and Passenger CDL Combined Program--180 Clock Hours)</i>	
<b>SCOPE &amp; SEQUENCE OF PROGRAM</b>	<b>CLOCK HOURS</b>
<b>CLASS A CLASSROOM/LECTURE CLOCK HOURS</b>	
Orientation:	2.0
CDL Training:	
• Logging In/Hours of Service & Trip Planning/ELDs	8.0
• CSA (Compliance/Safety/Accountability): The Basics/Basic Business Practices	5.0
• Pre-Trip Inspections (Control Systems/Vehicle Systems/Vehicle Inspection/Basic Controls/Coupling & Uncoupling/Doors/Lights/Electrical Systems/Braking Systems/Undercarriages/Axels/ Tires/Frames/Diagnosing & Reporting Concerns/Preventative Maintenance and so forth)	10.0
• Air Brakes & Braking (Brake Systems/Basic Control/DMV Benchmarks)	5.0
• Defensive Driving (Speed Management/Space Management/Emergency Maneuvers/Night Driving)	4.0
• DOT (Department of Transportation) Safety Regulations/Procedures (Driving Intoxicated/Railroad Crossing/Vehicle Weight, Length\, Height Issues/Adornments/Cargo Issues/Hazardous Materials/Accident Procedures	5.0
• DMV Permit Test Prep	1.0
<b>TOTAL CLASS A CLASSROOM/LECTURE CLOCK HOURS:</b>	<b>40.0</b>
<b>CLASS A YARD/FIELD CLOCK HOURS</b>	
Vehicle Inspection (Pre-Post Trip):	
• Coupling/Uncoupling (Semis/Doubles)	2.0
• Around the Truck	3.0
• In the Cab	3.0
• Brake Adjustment/Brake Test	3.0
Backing:	
• Straight Line Backing	3.0
• Offset 90 Degrees	3.0
• Skilled Backing Maneuvers	3.0
Shifting:	
• Double Clutching	3.5
• Up Shifting	3.5
• Down Shifting	3.5
Driving Skills:	
• Turns (L/R) & Mirrors	3.0

• Braking & Shifting	3.0
• Lane Positioning/Bike Lanes	3.0
• Parking (Safety Procedures/Diagonal Parking/Parallel Parking/Emergency Parking)	3.0
• Safe Driving (Railroad Crossing/Scanning for Hazards/Defensive Driving)	3.5
• Practical Driving Skills Capstone Review	4.0
<b>TOTAL CLASS A YARD/FIELD CLOCK HOURS</b>	<b>50.0</b>
<b>PASSENGER TRAINING CLOCK HOURS</b>	
Basic Controls/Practical Skill Sets	
• Dashboard/Doors/Lights	1.0
• Pre-Post Trip Inspections	2.0
• Turning/Braking/Stopping/Loading/Unloading/Parking	3.0
• Passenger Safety & Emergency Protocols	4.0
<b>TOTAL PASSENGER TRAINING CLOCK HOURS</b>	<b>10.0</b>
<b>GROUP STUDY/OBSERVATION</b>	<b>80.0</b>
<b>TOTAL PROGRAM CLOCK HOURS:</b>	<b>180.0</b>

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

**\*NOTE\* The INITIAL CDL Permit fee and ONE (1) DMV drive test is included in the cost of the program. Should the Student Fail the FIRST DMV drive test, the STUDENT is responsible for EACH subsequent DMV Drive retest fee of \$45.00 each. After THREE (3) DMV test failures, students must obtain and are responsible for the fee of another/new DMV Permit at the fee of \$98.00 if they desire to continue seeking a Commercial Driver License (CDL). Students are required to attend an add'l 15-hour training program to qualify for a second learners permit and subsequent DMV testing \*\*DMV FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE\***

**330 CLOCK HOURS: "CLASS A ADVANCED COMMERCIAL DRIVER PROGRAM" (ACDLA (Includes Class "A" License Training)  
(This Program is approved by BPPE and the CalVets for all campuses)**

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

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
<b>Total Weeks: 10</b>				<b>Total</b>	<b>330</b>

The first week of the program consists of mostly classroom instruction covering Commercial Driver License (CDL) Handbook Rules & Regulation topic areas that include logbooks/hours of service, pre-trip inspections, coupling/uncoupling, combinations, air brakes, DOT safety, defensive driving, and other rules and regulations related to the aforementioned topic areas ([https://www.dmv.ca.gov/web/eng\\_pdf/comhlhdbk.pdf](https://www.dmv.ca.gov/web/eng_pdf/comhlhdbk.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 WTS 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.**

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 41 of the Student Catalog.

As noted previously, the next five weeks of the 330 clock hour program have different start/end times (e.g., 8am to 4pm daily), although the 4-day week training schedule continues. The last week of the program, the 10<sup>th</sup> week, has a different end time for the 4-day week training schedule—8am to 4:30pm. Overall, the final 6 weeks of training include 12 more clock hours of advanced classroom instruction integrated occasionally with yard training, 151.5 more clock hours of advanced yard/field training, and 6.5 clock hours of final evaluations. Advanced classroom instruction is focused on reviewing Technology in the Cab rules and regulations, CHP-Vehicle Maintenance Protocols, issues related to Living on the Road (health/wellness awareness & truck stop orientation), and Review of the Final Evaluations.

Advanced yard/field training components support all classroom instruction by sharpening yard and roadway skill set expertise to advanced levels, and also include training students on Mountain Driving, the use of Chains and by ensuring students are well prepared for Final Evaluations at the end of the program. Successful completion of the 330-clock hour program qualifies the graduate as an advanced solo commercial vehicle operator. Eligibility for graduation is dependent upon successful completion of all program requirements and compliance with all WTS financial obligations and WTS policies.

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

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

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



**\*NOTE\* The INITIAL CDL Permit fee and ONE (1) DMV drive test is included in the cost of the program. Should the Student Fail the FIRST DMV drive test, the STUDENT is responsible for EACH subsequent DMV Drive retest fee of \$45.00 each. After THREE (3) DMV test failures, students must obtain and are responsible for the fee of another/new DMV Permit at the fee of \$98.00 if they desire to continue seeking a Commercial Driver License (CDL). Students are required to attend an add'l 15-hour training program to qualify for a second learners permit and subsequent DMV testing \*\*DMV FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE\***

**80 CLOCK HOURS: "CLASS A OR B SPECIALIZED/REFRESHER COMMERCIAL DRIVER PROGRAM" (CDLAR)(CDLBR) (Revised 03/2023)**

**(These trainings are BPPE approved for all campuses)**

Scope/Sequence/Learning Objectives of Program:

These trainings are offered as *one (2) week trainings* consisting of 80 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.).

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.**

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 80 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.

**NOTE: Only WTS 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.**

<b>SCOPE &amp; SEQUENCE OF PROGRAMS</b>	<b>CLOCK HOURS</b>
<b>CLASSROOM/LECTURE</b>	
Orientation	1.0
CDL Training:	39.0
<ul style="list-style-type: none"> <li>• Logs/Hours of Service.</li> <li>• Air Brakes.</li> <li>• DOT Safety/Safety Procedures.</li> <li>• Defensive Driving.</li> </ul>	
<b>TOTAL CLASSROOM/LECTURE:</b>	<b>40</b>
<b>YARD/FIELD</b>	
Vehicle Inspection:	
<ul style="list-style-type: none"> <li>• Outside &amp; Engine Area</li> </ul>	1.0
<ul style="list-style-type: none"> <li>• Inside Area</li> </ul>	1.0
<ul style="list-style-type: none"> <li>• Air Brake Test</li> </ul>	0.5
<ul style="list-style-type: none"> <li>• Brake Adjustment</li> </ul>	0.5
Backing Skills:	
<ul style="list-style-type: none"> <li>• Measured Stop &amp; Right Turn</li> </ul>	2.0
<ul style="list-style-type: none"> <li>• Straight Line Backing</li> </ul>	3.0
<ul style="list-style-type: none"> <li>• Offset L/R Backing</li> </ul>	3.0
<ul style="list-style-type: none"> <li>• Parallel Park</li> </ul>	3.0
Coupling/Uncoupling:	
<ul style="list-style-type: none"> <li>• Semi</li> </ul>	1.0
Shifting:	
<ul style="list-style-type: none"> <li>• Double Clutching</li> </ul>	1.0
<ul style="list-style-type: none"> <li>• Up Shifting</li> </ul>	2.0
<ul style="list-style-type: none"> <li>• Down Shifting</li> </ul>	2.0
Driving Control:	
<ul style="list-style-type: none"> <li>• Turns (L/R)</li> </ul>	5.0
<ul style="list-style-type: none"> <li>• Lane Position</li> </ul>	5.0
<ul style="list-style-type: none"> <li>• Scanning for Hazards</li> </ul>	5.0
<ul style="list-style-type: none"> <li>• Lane Changes</li> </ul>	3.0
<ul style="list-style-type: none"> <li>• Mirror Usage</li> </ul>	2.0
<b>TOTAL FIELD HOURS:</b>	<b>40.0</b>
<b>TOTAL PROGRAM HOURS:</b>	<b>80.0</b>

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

**\*NOTE\* The INITIAL CDL Permit fee and ONE (1) DMV drive test is included in the cost of the program. Should the Student Fail the FIRST DMV drive test, the STUDENT is responsible for EACH subsequent DMV Drive retest fee of \$45.00 each. After THREE (3) DMV test failures, students must obtain and are responsible for the fee of another/new DMV Permit at the fee of \$98.00 if they desire to continue seeking a Commercial Driver License (CDL). Students are required to attend an add'l 15-hour training program to qualify for a second learners permit and subsequent DMV testing \*\*DMV FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE\***

**40 CLOCK HOURS: "CLASS B COMMERCIAL DRIVER PROGRAM" (CDLB)** (Revised 03/2023)

(This program is BPPE approved for all campuses.)

**\* PROGRAM TEMPORARILY ON HOLD \***

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 WTS 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.

<b>“CLASS B” COMMERCIAL DRIVER PROGRAM” &amp; CONTINUING EDUCATION TRAINING OUTLINE (CDLB)</b>	
<b>40 Clock Hours: 1 Week Program</b>	
<b>SCOPE &amp; SEQUENCE OF PROGRAM</b>	<b>CLOCK HOURS</b>
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 fee and ONE (1) DMV drive test is included in the cost of the program. Should the Student Fail the FIRST DMV drive test, the STUDENT is responsible for EACH subsequent DMV Drive retest fee of \$45.00 each. After THREE (3) DMV test failures, students must obtain and are responsible for the fee of another/new DMV Permit at the fee of \$98.00 if they desire to continue seeking a Commercial Driver License (CDL). Students are required to attend an add'l 15-hour training program to qualify for a second learners permit and subsequent DMV testing **\*\*DMV FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE\***

**80 CLOCK HOUR “CLASS B/P COMBINED COMMERCIAL DRIVER PROGRAM”**  
**(CDLBP)**

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. Field and classroom training total 80 clock hours. Conventional tractors, trailers 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) 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 vehicles) as well as initial driver training focused on becoming acquainted with the controls and operating Class B/P 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.

**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.

<b>CLASS B/P COMBINED COMMERCIAL DRIVER PROGRAM &amp; PASSENGER ENDORSEMENT PROGRAM OUTLINE (CDLBP)</b> <b>(80 Clock Hours)</b>	
<b>SCOPE &amp; SEQUENCE OF PROGRAM</b>	<b>CLOCK HOURS</b>
<b>CLASSROOM/LECTURE</b>	
Orientation	1.0
CDL Training:	9.0
<ul style="list-style-type: none"> <li>• Logs/Hours of Service.</li> <li>• Air Brakes.</li> <li>• DOT Safety/Safety Procedures.</li> <li>• Defensive Driving.</li> </ul>	
<b>TOTAL CLASSROOM/LECTURE:</b>	<b>10.0</b>
<b>YARD/FIELD</b>	
Vehicle Inspection:	
<ul style="list-style-type: none"> <li>• Around Truck/Around the Bus</li> </ul>	10.0
<ul style="list-style-type: none"> <li>• Brake Adjustment</li> </ul>	5.0
Backing/Stopping:	
<ul style="list-style-type: none"> <li>• Skilled Backing &amp; Stopping Maneuvers</li> </ul>	10.0
Basic Control:	
<ul style="list-style-type: none"> <li>• Turns</li> </ul>	5.0
<ul style="list-style-type: none"> <li>• Mirrors</li> </ul>	5.0
<ul style="list-style-type: none"> <li>• Lane Position/Bike Lane Awareness</li> </ul>	5.0
<ul style="list-style-type: none"> <li>• Skilled Stopping/Passenger Pickup &amp; Drop Off.</li> </ul>	5.0
<ul style="list-style-type: none"> <li>• Passenger Safety</li> </ul>	5.0
<ul style="list-style-type: none"> <li>• Moving Back into Traffic Lanes</li> </ul>	5.0
<ul style="list-style-type: none"> <li>• Railroad Crossing/Emergency Stopping</li> </ul>	5.0
<ul style="list-style-type: none"> <li>• Scanning for Hazards</li> </ul>	5.0
<b>TOTAL FIELD HOURS:</b>	<b>70.0</b>
<b>TOTAL PROGRAM HOURS:</b>	<b>80.0</b>

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

**\*NOTE\* The INITIAL CDL Permit fee and ONE (1) DMV drive test is included in the cost of the program. Should the Student Fail the FIRST DMV drive test, the STUDENT is responsible for EACH subsequent DMV Drive retest fee of \$45.00 each. After THREE (3) DMV test failures, students must obtain and are responsible for the fee of another/new DMV Permit at the fee of \$98.00 if they desire to continue seeking a Commercial Driver License (CDL). Students are required to attend an add'l 15-hour training program to qualify for a second learners permit and subsequent DMV testing \*\*DMV FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE\***

**CLASS A OR CLASS B SKILLS & DRIVING DEVELOPMENT PROGRAM- 20 Clock hours**  
**(This program is approved by BPPE)**

Scope/Sequence/Learning Objectives of Program:

This program can be utilized for day, night or weekend training scheduled to accommodate both the school and students availability to a total training time of 20 clock hours. 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.

**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.**

Upon 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 20 clock hours. Field training includes yard, range and over-the-road training. Focus areas include continued 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 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.

After completion of the 20 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.

**NOTE: Only WTS 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 41.

**CLASS A OR CLASS B SKILLS & DRIVING DEVELOPMENT PROGRAM- 20 Clock hours**  
***(This program is approved by BPPE)***

<b>SCOPE &amp; SEQUENCE OF PROGRAM</b>	<b>CLOCK HOURS</b>
<b>YARD/FIELD CLOCK HOURS</b>	
Vehicle Inspection (Pre-Post Trip):	
• Coupling/Uncoupling (Semis/Doubles)	0.0
• Around the Truck	2.5
• In the Cab	2.5
• Brake Adjustment/Brake Test	2.5
Backing:	
• Straight Line Backing	1.0
• Offset 90 Degrees	1.5
• Skilled Backing Maneuvers	1.5
Shifting:	
• Double Clutching	1.0
• Up Shifting	2.0
• Down Shifting	2.0
Driving Skills:	
• Turns (L/R) & Mirrors	1.0
• Braking & Shifting	1.0
• Lane Positioning/Bike Lanes	1.0
• Parking (Safety Procedures/Diagonal Parking/Parallel Parking/Emergency Parking)	1.0
• Safe Driving (Railroad Crossing/Scanning for Hazards/Defensive Driving)	0.0
Practical Driving Skills Capstone Review	0.0
<b>TOTAL YARD/FIELD CLOCK HOURS:</b>	<b>20.0</b>

<b>GROUP STUDY/OBSERVATION</b>	<b>0.0</b>
<b>TOTAL PROGRAM CLOCK HOURS:</b>	<b>20.0</b>

## WTS REFUND AND CANCELLATION & REFUND CALCULATION POLICIES

{Ed Code §94909 (a) (8)(B)} {Revised 02/2022}

*(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. If the student has been assessed a California mandated Student Tuition Recovery Fee (STRF), that paid fee is refundable if the student cancels prior to the cancellation period. All institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250.00), shall be refunded during the cancellation period, including the STRF assessment fee. Additionally, if the student withdraws after the cancellation period, the STRF fee is NON-refundable

### CA STUDENT TUITION RECOVERY FUND (STRF)

{5 CCR §76215 (a)} {5 CCR §76215 (b)}

**Effective April 1, 2024, the BPPE STRF assessment for WTS is \$0.00 per \$1,000 of institutional charges**

*"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.*

*You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."*

*"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834 (916) 574-8900 or (888) 370-7589.*

*To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:*

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

*To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.*

*A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.*

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

*Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.*

1. 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.

2. 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.
3. Cancellation may occur when the student provides a written notice of cancellation either by mail or hand delivery to: **Western Truck School, Attn: Michael Nord-Admissions Address: 2742 Industrial Blvd, West Sacramento, CA 95691.**
4. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
5. 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 02/2022)**

Withdrawal may occur when the student provides a written notice of withdrawal either by mail or hand delivery to: **Western Truck School, Attn: Michael Nord-Admissions Address: 2742 Industrial Blvd, West Sacramento, CA 95691.** 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 02/2022)

- 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 02/2022)

**\*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.\***

**In the event of School closure, a refund will be made within 45 days of closure in the event that a teach-out plan is not contemplated, or for students who do not wish to participate in a teach-out.**

**1. Hypothetical refund example:**

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

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

**EXAMPLES OF REFUND CALCULATIONS**

Attendance	Total Charges	Less Registration Fees	Total Refund Due	Tuition Retained by WTS
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. 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 02/2022)*

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

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

- You must be told if information in your file has been used against you:
  - Anyone who uses credit report or another type of consumer report to deny your application for credit, insurance, or employment or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file:
  - You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”).
    - You will be required to provide proper identification, which may include your Social Security number.
    - In many cases, the disclosure will be free.
  - You are entitled to a free file disclosure if:
    - A person has taken an adverse action against you because of information in your credit report;
    - You are the victim of identity theft and place a fraud alert in your file;
    - Your file contains inaccurate information as a result of fraud;
    - You are on public assistance;
    - You are unemployed but expect to apply for employment within 60-days.
  - In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. (Go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.)
  - You have the right to ask for a credit score:
    - Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus.
    - You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it.
    - In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
  - You have the right to dispute incomplete or inaccurate information:
    - If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. (Go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.)
    - Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information:
      - Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days; however, a consumer reporting agency may continue to report information it has verified as accurate.
    - Consumer reporting agencies may not report outdated negative information:



- In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than ten (10) years old.
- Access to your credit file is limited:
  - A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business.
  - The FCRA specifies those with a valid need for access.
  - You must give your consent for reports to be provided to employers.
    - A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer.
    - Written consent generally is not required in the trucking industry.  
(Go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for more information.)
- You may limit “prescreened” offers of credit and insurance you get based on information in your credit report:
  - Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on.
  - You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- You may seek damages from violators:
  - If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights:  
(Go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for more information.)

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

*For Information about your Federal rights contact:*

1. Consumer Rights Non-Governmental Resources:
  - a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.
  - b. Such affiliates that are not banks, savings associations, or
  - c. Credit unions also should list, in addition to the CFPB:
2. Federal Consumer Rights Governmental Resources:
  - a. Financial Protection Bureau  
1700 G Street NW  
Washington, DC 20552
  - b. Federal Trade Commission  
Consumer Response Center – FCRA  
Washington, DC 20580  
(877) 382-4357
3. Other Resources: To the extent not included in the above listings:
  - a. National banks, federal savings associations and federal branches and federal agencies of foreign banks;
  - b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act;
  - c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations.
  - d. Federal Credit Unions.
4. Other Relevant Federal Agencies:
  - a. Office of the Comptroller of the Currency:  
Customer Assistance Group  
1301 McKinney Street, Suite 3450  
Houston, TX 77010-905
  - b. Federal Reserve Consumer Help Center  
P.O. Box 1200  
Minneapolis, MN 55480

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



**WESTERN TRUCK SCHOOL EXECUTIVE OFFICES**

2742 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.westertruckschool.com**  
 {Ed Code §94909 (a) (1)}

**CAMPUS CLASS SESSION/TRAINING SITES**

**Information (800) 929-1320**

{Ed Code §94909 (a) (1)}

***West Sacramento***

<b>Main Campus</b>	<b>Satellite Campus</b>
2742 Industrial Blvd. West Sacramento, CA 95691	1925 Enterprise Blvd. West Sacramento, CA 95691
Phone: (916) 372-6500 Fax: (916) 372-8736 TTY/TDD (916) 226-5529	Phone: (916) 372-6500 Fax: (916) 372-8736

{Ed Code §94909 (a) (4)}

***Branch Campuses***

<b>Bakersfield</b>	<b>Santee (San Diego Area)</b>
5800 State Road #7 Bakersfield, CA 93308	10541-A Prospect Ave Santee, CA 92071
Phone: (661) 588-4429 Fax: (916) 372-8736	Phone: (619) 670-3384 Fax: (916) 372-8736
	<b>Satellite Campus</b> 10380 Channel Road Lakeside, CA 92071

{Ed Code §94909 (a) (4)}

\*These Branches do **not** have administrative capability for CSAAVE



## WTS 2024 Class Schedule 160 Clock Hour Program

**Note:**     **\*\*Class schedule subject to change/revision\*\***

- All 180/330/ 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, continuing education/certificate trainings and additional training hours are scheduled as rolling start dates To Be Determined (TBD) at time of enrollment.

### 2025 Class Schedule

DAY		NIGHT		WEEKEND	
12/16/2024	1/16/2025	Availability Per Campus		Availability Per Campus	
1/13/2025	2/6/2025			1/11/2025	3/2/2025
2/3/2025	2/27/2025			3/8/2025	4/27/2025
2/24/2025	3/20/2025			5/3/2025	6/22/2025
3/17/2025	4/10/2025			6/28/2025	8/17/2025
4/7/2025	5/1/2025			8/23/2025	10/12/2025
4/28/2025	5/22/2025			10/18/2025	12/7/2025
5/19/2025	6/12/2025			12/13/2025	2/1/2026
6/9/2025	7/3/2025				
6/30/2025	7/24/2025				
7/21/2025	8/14/2025				
8/11/2025	9/4/2025				
9/1/2025	9/25/2025				
9/22/2025	10/16/2025				
10/13/2025	11/6/2025				
11/3/2025	11/27/2025				
11/24/2025	12/18/2025				
12/15/2025	1/15/2026				
Mon - Thurs. 6am -5pm		Mon- Thur. 5:00pm -10:00pm		Sat - Sun. 6am - 5pm	

**Subject to Change & Availability**

**WTS TUITION CHARGES**  
*{Ed Code §94909 (a) (9)}*  
**(Effective as of 07/01/2023)**

<i>Program</i>	<i>Clock Hours</i>	<i>Training Format</i>	<i>Total Charges Bakersfield</i>	<i>Total Charges Santee/San Diego County</i>	<i>Total Charges West Sacramento</i>
Class A Commercial Driver Program	160	Day Evening Weekend	\$6,995.00	\$6,995.00	\$6,995.00
Class A Commercial Driver Extended Program	180	Day Evening Weekend	\$7,995.00	\$7,995.00	\$7,995.00
Class A/P Combined Commercial Driver Program (Class A Program & Passenger Endorsement Program)	180	Day Evening Weekend	*\$7,995.00	*\$7,995.00	*\$7,995.00
Class A Advanced Commercial Driver Program	330	Day	\$12,995.00	\$12,995.00	\$12,995.00
Class B Commercial Driver Program	40	Day	*\$6,995.00	*\$6,995.00	*\$6,995.00
Class A or B Specialized/Refresher Commercial Driver Program	80	Day	\$6,995.00	\$6,995.00	\$6,995.00
Class B/P Combined Commercial Driver Program	80	Day Evening Weekend	\$6,995.00	\$6,995.00	\$6,995.00
Class A or Class B Skills & Driving Development Program	20	Variable	\$3,495.00	\$3,495.00	\$3,495.00

**PLEASE NOTE:**

**ALL** listed charges in the schedule above represent the **Total charges for the current period of attendance, the estimated total charges for the entire educational program** and the **total charges the student is obligated to pay upon enrollment.**

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.

**\* PROGRAM TEMPORARILY ON HOLD**

**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 within **40** days 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. Western Truck School does not have any transfer or articulation agreements with any other college or university that provides for the transfer of credits earned in the program of instruction.

**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.

**BPPE – Student Tuition Recovery Fund (STRF) Fee Policy:**

In 2021, the BPPE began collecting the Student Tuition Recovery Fund (STRF) fee. In July 2021, the VA made a determination, that the STRF fee could not be paid for by the veterans and/or their beneficiaries GI Bill® entitlement benefits. If applicable, the STRF fee must be paid for by another funding source.



**TITLE 38**  
**Veterans – Proof of Issue**

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

**WESTERN TRUCK SCHOOL\_\_\_\_\_**  
2742 Industrial Blvd. & 1925 Enterprise Blvd.  
West Sacramento, CA 95691

**WESTERN TRUCK SCHOOL\_\_\_\_\_**  
5800 State Rd.  
Bakersfield, CA 93308

**WESTERN TRUCK SCHOOL\_\_\_\_\_**  
10541-A Prospect Ave  
Santee, CA 92071

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:** \_\_\_\_\_



