

South Bay Truck Driving School Inc.
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School Catalog

January 1, 2025 - December 31, 2025

This catalog, guidelines, policies and practices are subject to change annually, as is deemed necessary and appropriate, with approval of the Bureau for Private Postsecondary Education, if required. Such changes may be required to keep pace with technological advances, to improve teaching methods or to adhere to requirements of government agencies and other regulatory bodies.

The contents of this catalog supersede any and all prior catalogs. Neither this catalog, nor any policy or practice, creates an enrollment contract. This catalog is provided to all prospective students or to the public upon request via email or as a physical copy.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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GENERAL

MISSION STATEMENT

At South Bay Truck Driving School Inc., our mission is to empower students to achieve their career goals in the logistics and transportation industries by providing comprehensive, high-quality training programs that prepare them for successful licensure and employment.

APPROVAL DISCLOSURE STATEMENT

South Bay Truck Driving School Inc. is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means that the institution is in compliance with the minimum state standards set forth in the California Private Postsecondary Education Act of 2009 and the California Code of Regulations, Division 7.5. This approval does not imply that the Bureau endorses the programs offered or that the institution exceeds minimum state standards. For information about the Bureau, please call 916 574-7720 or toll free at 888 370-7589.

ACCREDITATION

South Bay Truck Driving School is not accredited by an accrediting agency recognized by the United States Department of Education.

DISCLOSURES

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition or had a petition in bankruptcy filed against it within the last five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. (11 U.S.C. Sec 1101 et seq.)

OPERATIONAL HOURS

Monday through Friday. 8:00 a.m. to 4:00 p.m.

LOCATION

All class session will be held at 524 West Calle Primera #1005-Q San Ysidro, CA 92173 and field training will be held at 2379 Via Tercero, San Diego, CA 92173.

FACILITIES AND EQUIPMENT

Facilities:

South Bay Truck Driving School Inc. operates on a spacious, outdoor training field specifically designed to replicate real-world driving and maneuvering conditions. The field features are:

- A large dirt surface area ideal for practicing essential trucking skills, including vehicle maneuvering, parking, and safety inspections.
- Designated training zones for tasks such as coupling/uncoupling trailers and performing pretrip inspections.
- Space for practicing advanced driving techniques, such as backing and cornering, in a controlled environment.

Equipment and Materials:

To provide hands-on, practical training that prepares students for real-world scenarios, the following equipment is utilized:

- A fleet of commercial trucks, including Class A and Class B vehicles, compliant with Federal Motor Carrier Safety Administration (FMCSA) standards.
- Trailers for coupling and uncoupling exercises, including flatbed and box trailers.
- Simulated brake systems to teach air brake operation and maintenance.
- Safety equipment such as traffic cones, reflective vests, and wheel chocks for parking and inspection drills.
- Printed materials, including CDL manuals, practice tests, and safety guides, provided free of charge to students.
- PowerPoint presentations and handouts for theoretical and regulatory training.

This combination of facilities and equipment ensures students gain the knowledge and skills necessary to excel in their training programs and future careers.

LIBRARY AND LEARNING RESOURCES

South Bay Truck Driving School Inc. is committed to providing students with access to educational materials and resources that support their learning and enhance their preparation for successful careers in commercial driving.

Resources Available:

- Printed Materials: CDL handbooks, study guides, and industry regulations.
- Digital Resources: Access to online practice exams, instructional videos, and FMCSA regulatory updates.
- Equipment for Independent Study: Computers with internet access for research and practice tests.
- Reference Materials: A curated collection of books and manuals covering topics such as vehicle maintenance, safety protocols, and trucking industry standards. Access Procedures:
 - Location: Resources are available in the main office during regular operational hours (Monday–Friday, 8:00 a.m.–4:00 p.m.)
 - Requesting Resources: Students may request specific materials by speaking with the school administrator or submitting a written request via email to southbaytruckdrivingschool@gmail.com
 - Usage Policy: Students can access materials on-site and may check out select printed materials for up to one week. Digital resources can be accessed through school-provided computers.
 - Support: Staff are available during operational hours to assist students in locating materials, answering questions, and troubleshooting technical issues.

By offering these resources, South Bay Truck Driving School ensures that students have the tools they need to achieve their educational and professional goals.

FACULTY QUALIFICATIONS

The institution employs experienced instructors who are qualified to teach the courses offered. All instructors meet or exceed the minimum qualifications as required by the Bureau for Postsecondary Education. Faculty members are selected based on their professional expertise, education, and relevant work experience in the fields they teach.

INSTRUCTOR QUALIFICATIONS

- Minimum Experience: Instructors must have at least three years of experience in the field they teach. This ensures that they bring valuable industry knowledge and practical skills to the classroom, offering students a comprehensive, realworld education.
- Educational Background: Instructors hold relevant academic degrees or certifications in their area of instruction. For example, instructors in technical fields hold certifications or degrees in their respective specialties, such as CDL (Commercial Driver’s License) instructors having experience in road safety and training.
- Industry Expertise: Faculty members have hands-on experience in their profession, ensuring that they are capable of providing both theoretical and practical instruction. They actively participate in professional development to stay current with industry trends and regulations.

FACULTY RESPONSIBILITIES AND TEACHING

Methods Faculty members are responsible for delivering course content, guiding student learning, and evaluating student progress. Instructors use a combination of teaching methods, including lectures, practical exercises, case studies, and hands-on training, to enhance student comprehension and mastery of course material. The institution continually monitors the performance of faculty to ensure instructional quality and that courses meet the standards required for student success. Faculty qualifications and experience are periodically reviewed to ensure they align with industry standards and the institution's educational goals.

ADMISSION

ADMISSION PROCESS & REQUIREMENTS

The following are the admissions requirements. South Bay Truck Driving School Inc. is dedicated to providing equal opportunities for all applicants who meet the admission requirements. The following outlines the school's admissions policies:

- Applicants must be 18 years of age or older.
- Proof of a high school diploma, GED, or equivalent.
- Proof of residency (e.g., driver's license or state-issued ID). ● Acceptance of Credits Earned at Other Institution.
- Provide proof of residency. South Bay Truck Driving School Inc does not provide visa services, nor will the school vouch for residency.
- Driver's License: Valid non-commercial or commercial driver's license
- DOT Drug Test and Physical: Must pass a DOT-compliant drug test and physical examination.
- Background Check: Must complete a background check.

Additional notes:

- South Bay Truck Driving School Inc does not offer English as a Second Language (ESL) instruction. All class instruction will occur in the English language.
- Each student is required to read and write at an English language level of twelfth grade or higher.
- Each student must provide the Institution with proof of English-language skill level. A high school diploma or equivalency is sufficient.
- If a student does not have documentation of English-language proficiency, a Test of English as Foreign Language (TOEFL) with a minimum score of 70 is considered a passing score.

REQUIREMENTS FOR ELIGIBILITY FOR A COMMERCIAL DRIVER'S LICENSE (CDL)

The programs offered by this institution are designed to prepare students to meet the requirements for obtaining a Commercial Driver's License (CDL) in the state of California. Successfully completing these programs does not guarantee licensure. Students are responsible for meeting all state-specific licensure requirements.

To obtain a CDL in California, individuals must meet the following requirements:

- 1) Age Requirement:
 - a) Be at least 18 years old for intrastate driving.
 - b) Be at least 21 years old for interstate driving or transporting hazardous materials.
- 2) Medical Requirements:
 - a) Pass a Department of Transportation (DOT) physical examination conducted by a licensed medical examiner.
 - b) Obtain a Medical Examiner's Certificate (MEC), also known as a DOT Medical Card.
- 3) Educational Requirements:
 - a) Complete Entry-Level Driver Training (ELDT) with a registered training provider (this institution provides ELDT as part of its training programs).
- 4) Knowledge Tests:
 - a) Pass the CDL general knowledge written test.
 - b) Additional tests may be required for endorsements such as air brakes, hazardous materials, or passenger vehicles.
- 5) Driving Skills Test:
 - a) Pass the CDL road test, which includes:
 - i) Pre-trip vehicle inspection.
 - ii) Basic vehicle control skills.
- iii) On-road driving skills.
- 6) Application and Fees:
 - a) Submit a completed CDL application form to the Department of Motor Vehicles (DMV).
 - b) Pay applicable fees for the application, testing, and license issuance.
- 7) Background Checks (if applicable):
 - a) For hazardous materials endorsements, pass a Transportation Security Administration (TSA) background check.

Additional Notes:

- Students are advised to review the CDL licensure requirements in the state where they intend to work, as requirements may vary.

Support for meeting licensure requirements is provided through this institution's comprehensive training programs, including practice permit tests and DMV preparation assistance. CEC §94909(a)(16).

ELIGIBILITY FOR THE ELDT

ELDT Applicability refers to the conditions under which the **Entry-Level Driver Training (ELDT) requirements** apply to individuals seeking a **Commercial Driver's License (CDL)** or specific endorsements in the United States. The ELDT regulations, established by the **Federal Motor Carrier Safety Administration (FMCSA)**, set minimum training standards for new drivers.

ELDT requirements apply to individuals who:

- Are obtaining a **Class A or Class B CDL** for the first time.

- Upgrade from Class **B to Class A CDL**.
- Are obtaining a **passenger (P), school bus (S), or hazardous materials (H) endorsement** for the first time.

These training requirements must be completed through an **FMCSA-approved training provider** before the individual can take the CDL skills or knowledge tests. However, ELDT does not apply to drivers who obtained their CDL or endorsements before **February 7, 2022**.

GRANTING CREDIT

South Bay Truck Driving School Inc. does not accept credits earned at other institutions toward its training programs. The institution's programs are designed to provide comprehensive, hands-on training tailored to meet specific commercial driving license requirements. The institution does not offer or accept challenge examinations or achievement tests in place of program coursework. This institution does not award credit for prior experiential learning. Students seeking credit for such learning are advised that no credits will be granted based on prior work, life experiences, or non-academic activities.

TRANSFER OR ARTICULATION AGREEMENTS

South Bay Truck Driving School Inc. has not entered into any transfer or articulation agreements with other colleges or universities. As such, credits earned in the educational programs offered are nontransferable.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at South Bay Truck Driving School Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending South Bay Truck Driving School Inc. to determine if your certificate will be transferred. CEC §94909(a)(15)

STUDENT SERVICES

Our institution is committed to providing a comprehensive range of services to support the academic success, personal development, and career advancement of our students. Below is an overview of the key student services offered:

1. Academic Support Services
 - a. Tutoring: Personalized academic assistance is available for students **ONLY** in person.
 - b. Learning Resources: Access to educational resources, including online materials, textbooks, and software that complement classroom instruction.
2. Disability Services
 - a. Accommodations for Students with Disabilities: The institution provides reasonable accommodations for students with documented disabilities. This may include extended testing time, note-taking assistance, and other services to ensure equal access to education.

JOB PLACEMENT ASSISTANCE

Our institution is dedicated to supporting students in securing employment in their chosen field upon completion of their program. The placement services offered are designed to assist students in transitioning from education to employment, providing them with the tools and opportunities needed to succeed in the job market. Job Placement is not guaranteed.

We provide access to an online job board and a network of local and national employers seeking candidates with the qualifications offered by our programs. We have established relationships with local businesses, corporations, and industry leaders who prioritize hiring our graduates.

HOUSING INFORMATION

The institution is committed to providing students with the necessary information regarding housing options while they are enrolled in our programs. The institution does not provide dormitory facilities under its control. Students are responsible for securing their own housing accommodations.

There are several housing options located within a reasonable distance from the institution's facilities, including apartments, shared housing, and rental homes. The cost of housing in the surrounding area varies, with typical rental prices ranging from \$1,200 to \$2,500 per month depending on the size and location of the accommodation. Students are encouraged to explore local listings for up-to-date information and to contact nearby rental agencies for availability. Housing options are generally accessible via public transportation, with bus and metro stations located near the institution. The institution does not have a responsibility to find or assist students in securing housing. While information about local housing options is provided, students must independently arrange for their accommodations. Clear Statement: The institution does not offer any residential services or guarantees for housing, and students should make independent arrangements prior to enrollment.

RETENTION OF RECORDS

Student records are maintained for 5 years from the student's date of completion or withdrawal, as required by statute / regulations and are retained for a period of not less than five years. The institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution; for each student granted a certificate by that institution, permanent records of all the following:

1. The certificate was granted and the date on which that certificate was granted.
2. The courses and units on which the certificate was based.
3. The grades earned the students in each of those courses.
4. Transcripts are kept indefinitely.

ACADEMIC POLICIES

ATTENDANCE

This policy outlines our expectations about attendance requirements during training. A student must be present for **80% or more of the training course**, not absent for **more than 3 days**. If you are absent beyond 3 days without justification, the school has the right to cancel school contract with **no refund**.

Absence: All absences must be excused by the Administration. An absence will be considered excused under the following circumstances:

- Medical schedule.
- Illness.
- Death or birth in the immediate family,
- Court appearances related to injury resolution.
- Other valid reasons substantiated in writing, and at the discretion of the school Administrator.

Documentation must be submitted to substantiate the absence. If documentation is not submitted, the instructor or Administrator will determine if the absence is excused.

Tardiness: Tardiness without legitimate reason on two occasions in one class will be penalized with the equivalent point of reduction of one unexcused absence. You are considered tardy if you have not signed in by the beginning of the class period.

Leave of absence: The academic programs taught at the Institution are 12 weeks or less in length. Each academic program is taught in blocks starting every Monday. The Institution must approve all leaves of absence. Students on an approved leave can return to South Bay Truck Driving School under their original academic requirements and will restart instruction on Monday following the school's receipt of notification of the student's intent to return from leave. Students are expected to remain in class until being dismissed by the instructor. Provisions for leaving early should be discussed with the instructor, otherwise leaving class early will be considered an unexcused absence.

Make up work: It may be required for any absence, make up time will be provided as available based upon training time and staff availability, Students are asked to call in advance when they are absent, treat training as if they were on the job.

PROBATION AND DISMISSAL POLICIES

1. The institution expects its students to make steady progress towards their educational goals by maintaining a 70% or higher score in all coursework. **Student attendance is recorded by class hours.**
2. Any student who falls **below the 70%** minimum shall be placed on academic probation and be required to meet with their instructor and school Administrator to develop a plan for improvement.
3. **Dismissal** from the academic program will occur if the student's cumulative score is 70% or less at the halfway mark of the program.
4. Students who have been dropped may apply for reinstatement.
5. The institution will speak with the student to try to resolve the behavioral issue. If the problem persists, a dismissal will be carried out.
6. A student who falls below the cumulative attendance rate of 80% will be placed on a 30-day probationary period.
7. Any unexcused absence during the probationary period will be considered cause for dismissal from the program.

GRADING SYSTEM

Grades represent each student's achievement of course requirements and learning objectives. Students will earn a score for each course, based on individual achievement of specific course objectives, as well as public speaking inspections. Students must maintain a minimum cumulative score of 70% to remain in good standing with the educational program enrolled in. All scores earned are converted to the

percentage of the total score possible within each course and the final course grade shown in the chart below.

Grade	Meaning	Percentage range
A	Excellent	90-100%
B	Above Average	80-89%
C	Average	70-79%
D	Below Average	60-69%
F	Failure	0-59%
I	Incomplete	N/A
W	Withdrawal	N/A

GRIEVANCE POLICY

Questions or concerns about suspected arbitrary treatment, discrimination or harassment based on prohibited bias may seek informal assistance or file a formal grievance. To file a formal complaint, the student must show that the alleged prohibited discrimination occurred and that it caused harm to the student. If the student files a formal grievance, the Institution's Administrator will arrange an interview with the student, the responding individual or department, and any witnesses. All grievances must be submitted in writing to the Institution's Administrator within 30 days of the alleged treatment, discrimination or harassment. Forms of appropriate delivery include hand delivery, fax (with

confirmation) or certified mail. Your grievance should provide detailed information about the incident you are complaining about. Attach all supporting documents that might support your grievance

COURSE DESCRIPTIONS

CLASS A COURSE

Class A Course Description (53-3032) - 160 hours (4-6 weeks)

This Class A course introduces the minimum requirements established by the Federal Motor Carrier Safety Administration (FMCSA). Students are trained to operate both manual and automatic transmission vehicles, including the proper use of engine brakes. Instruction covers safe backing maneuvers with a full-size truck and trailer, coupling and uncoupling procedures, and pre-trip inspections to identify leaks or malfunctions. Instructors provide a basic explanation of Diesel Exhaust Fluid (DEF) systems and brake adjustment. Students learn about load weight limits and the fundamentals of electronic logging devices (ELDs).

Objectives

At South Bay Truck Driving School, we prepare students to safely operate commercial trucks for both over-the-road and local routes. Training is conducted in rotating groups, focusing on truck maneuvers, pre-trip and post-trip inspections, and on-road driving. Instruction aligns with the DMV competencies required for a Class A commercial driver's license. We provide job assistance to students upon successful completion of their final behind-the-wheel test.

Students must pass a theory test given by the driving school (SBTDS). Successful graduates receive a completion certificate, and their transcripts remain available for potential employers to review; internships or externships are not required. Students are not required to obtain a license or pass a DMV behind-the-wheel exam to graduate from any of the institution's programs.

To successfully complete the Class A program, students must:

- Complete a minimum of 160 instructional hours (classroom, range, and road).
- Achieve a passing score of 80% or higher on the final written exam.
- Demonstrate proficiency in pre-trip inspection, backing maneuvers, and on-road driving during the final skills test administered by the institution.
- Maintain at least 90% attendance throughout the program.

Class A Curriculum

- ELDT Theory: Basic vehicle operation, hazard recognition, vehicle inspections, nondriving tasks (e.g., hours of service, trip planning)
- DMV Permit Test Study Guide and Preparation: General knowledge, air brakes, combinations, tankers (optional), hazardous materials (hazmat) (optional), doubles/triples (optional).
- Air Brakes, Vehicle Pre-Trip and Post-Trip Inspection.
- Truck Operation: Coupling and uncoupling, dashboard instrument interpretation, shifting (manual transmissions), offset backing, straight-line backing, and other maneuvers.
- Safety Procedures: Hazard identification in road surroundings, distracted driving prevention, speed management, safe night driving, and adverse weather conditions.
- Vehicle Malfunction: Diagnostic and identification of truck malfunctions, basic truck maintenance

inspections.

- Non-Driving Operations: Hours of service requirements, drug, alcohol, and medication regulations, trip planning, fatigue awareness, and post-crash procedures.
- Driving Techniques Include:
 - Range: Coupling/uncoupling, straight-line backing, offset backing, parallel parking.
 - Road Driving: Safe driving practices, speed limit adherence, right and left turns, lane changes, upshifting and downshifting, signaling, hazard identification, braking, and passing.

CLASS B COURSE

Class B Course Description (53-3032) - 160 hours (4-6 weeks)

This Class B course introduces the minimum requirements established by the Federal Motor Carrier Safety Administration (FMCSA). Students are trained to operate both manual and automatic transmission vehicles, including the proper use of engine brakes. Instruction covers safe backing maneuvers with a straight truck; students are taught pre-trip inspections and how to identify leaks or malfunctions. Instructors provide a basic explanation of Diesel Exhaust Fluid (DEF) systems and brake adjustment. Students learn about load weight limits and the fundamentals of electronic logging devices (ELDs).

Objectives

At South Bay Truck Driving School, we prepare students to safely operate commercial trucks for both over-the-road and local routes. Training is conducted in rotating groups, focusing on truck maneuvers, pre-trip and post-trip inspections, and on-road driving. Instruction aligns with the DMV competencies required for a Class B commercial driver's license. We provide job assistance to students upon successful completion of their final behind-the-wheel test.

To successfully complete the Class B program, students must:

- Complete a minimum of 160 instructional hours (classroom, range, and road).
- Achieve a passing score of 80% or higher on the final written exam.
- Demonstrate proficiency in pre-trip inspection, backing maneuvers, and on-road driving during the final skills test administered by the institution.
- Maintain at least 90% attendance throughout the program.

Students must pass a theory test given by the driving school (SBTDS). Successful graduates receive a completion certificate, and their transcripts remain available for potential employers to review; internships or externships are not required. Students are not required to obtain a license or pass a DMV behind-the-wheel exam to graduate from any of the institution's programs.

Class B Curriculum:

- ELDT Theory: Basic vehicle operation, hazard recognition, vehicle inspections, non-driving tasks (e.g., hours of service, trip planning)
- DMV Permit Test Study Guide and Preparation: General knowledge, air brakes, tankers (optional), hazardous materials (hazmat) (optional).

- Air Brakes, Vehicle Pre-Trip and Post-Trip Inspection.
- Truck Operation: dashboard instrument interpretation, shifting (manual transmissions), offset backing, straight-line backing, and other maneuvers.
- Safety Procedures: Hazard identification in road surroundings, distracted driving prevention, speed management, safe night driving, and adverse weather conditions.
- Vehicle Malfunction: Diagnostic and identification of truck malfunctions, basic truck maintenance inspections.
- Non-Driving Operations: Hours of service requirements, drug, alcohol, and medication regulations, trip planning, fatigue awareness, and post-crash procedures.
- Driving Techniques Include:
 - ○ Range: straight-line backing, offset backing, parallel parking.
 - ○ Road Driving: Safe driving practices, speed limit adherence, right and left turns, lane changes, upshifting and downshifting, signaling, hazard identification, braking, and passing.
- This is an In-Person program

RESTRICTION REMOVAL COURSE A/B

Restriction Removal Course Description (53-3032) 10 hours (5 days)

This specialized course is designed for individuals who hold a CDL with restriction and wish to remove that restriction to enhance their employment opportunities. The program focuses on targeted training and practice to help students meet the requirements for removing specific restrictions, such as automatic transmission.

Objectives

By learning to operate both manual and automatic transmission trucks, drivers enhance their employability. They become eligible for a wider range of job opportunities since they can work with companies that use either type of transmission. This versatility makes them more attractive candidates to potential employers.

Students must obtain automatic restriction removal permit with no written test required and pass behind the wheel exam through the DMV (department of motor vehicles)

To successfully complete the Restriction Removal program, students must:

- Complete a minimum of 10 instructional hours focused on manual transmission operation.
- Demonstrate proficiency in shifting, gear control, and safe operation of manual transmission vehicles.
- Pass a final skills assessment administered by the institution.
- Maintain at least 90% attendance during the program.

Students must pass a theory test given by the driving school (SBTDS). Successful graduates receive a completion certificate, and their transcripts remain available for potential employers to review, internships or externships are not required. Students are not required to obtain a license or pass a DMV behind-the-wheel exam to graduate from any of the institution's programs.

Restriction Removal Curriculum:

- Air brakes.
- Understanding the Restriction: Explanation of the specific restriction and its implications.
- Knowledge and Skills Required for Removal: Review of relevant regulations and procedures.
- Targeted Training: Hands-on practice and instruction focused on the specific restriction.
- DMV Test Preparation: Guidance and practice for the DMV skills test related to the restriction.

- Classroom instruction: Review of safety regulations, vehicle operation, and pre-trip inspections.
- Hands-on driving experience: Practice with a manual transmission vehicle, including clutch operation, gear shifting, and handling various road conditions.
- This is an In-Person program.

ENTRY LEVEL DRIVER TRAINING (ELDT)

Entry Level Driver Training description (53-3032) (40 Hours)

This training provides the mandatory training required by the Federal Motor Carrier Safety Administration for all new commercial driver's license applicants. It covers both theoretical knowledge and basic vehicle control skills, laying the foundation for safe and responsible commercial driving. **Entry Level Driving Training is not its own program, and it is included in the Class A and Class B program curriculum**

Objectives

Students will be able to Demonstrate knowledge of essential traffic laws, road signs, and safe driving practices. Understand basic vehicle systems and their functions. The objective of Entry-Level Driver training is to establish a national standard for commercial driver training, ensuring all new CDL drivers receive consistent, high-quality instruction in safe driving practices and procedures

Entry Level Driver Training (ELDT) Curriculum:

- Basic Operation: This section covers the interaction between drivers and the Commercial Motor Vehicle (CMV), including basic operating characteristics, vehicle inspections, and controlling the CMV under various conditions.
- Safe Operating Procedures: This section focuses on safe driving practices, including visual search, communication, distracted driving, speed management, and space management.
- Advanced Operating Practices: This section teaches drivers advanced skills to recognize and handle hazards, including hazard perception.
- Vehicle Systems and Reporting Malfunctions: This section covers the vehicle's systems and subsystems, vehicle inspection, operation, and maintenance, and their impact on safety and efficiency.
- Non-Driving Activities: This section covers activities not directly related to driving, such as cargo handling, environmental issues, driver hours of service, post-crash procedures, and trip planning.
- This is an In-Person program.

Students must pass a theory test given by the driving school (SBTDS). Successful graduates receive a completion certificate, and their transcripts remain available for potential employers to review, internships or externships are not required. Students are not required to obtain a license or pass a DMV behind-the-wheel exam to graduate from any of the institution's programs.

COURSE CHARGES AND FEES

Course title: Class A Truck Driving - 160 hour s

Registration Fee	\$250 (nonrefundable)
Tuition - Institutional Charges	\$5,149
Book Fees	\$ 112.00 <i>(non - refundable once received by student)</i>
DOT Medical Exam	\$100
Drug Test	\$50
DMV Permit Fee	\$89
Student Tuition Recovery Fund (STRF)	\$0
Total Charges For The Current Period Of Attendance	\$5,750
Estimated Total Charges For The Entire Educational Program	\$5,750
The Total Charges The Student Is Obligated To Pay Upon Enrollment	\$5,750

Additional Cost (Optional)	
Additional Training Cost Per Week	\$350
Additional DMV Truck Rental	\$350
TSA Background For Hazmat Endorsement Is Not Included In School's Tuition Or Fees	

Course title: Class B Truck Driving - 160 hours	
Registration Fee	\$ 250 <i>(non-refundable)</i>
Tuition - Institutional Charges	\$ 4,149

Book Fees	\$112.00 (non-refundable once received by student)
DOT Medical Exam	\$100
Drug Test	\$50
DMV Permit Fee	\$89
Student Tuition Recovery Fund (STRF)	\$0
Estimated Total Charges For The Entire Educational Program	\$4,750
The Total Charges The Student Is Obligated To Pay Upon Enrollment	\$4,750

Additional Cost (Optional)	
Additional Training Cost Per Week	\$350
Additional DMV Truck Rental	\$350

TSA Background For Hazmat Endorsement Is Not Included In School's Tuition Or Fees

Course title: Manual Restriction Course - 10 hours

Registration Fee	\$ 250 (non-refundable)
Tuition - Institutional Charges	\$1,910
Non - Institutional Fees	DMV Permit \$89
Student Tuition Recovery Fund (STRF)	\$0
Total Charges For The Current Period Of Attendance	\$2,249
Estimated Total Charges For The Entire Educational Program	\$2,249

The Total Charges The Student Is Obligated To Pay Upon Enrollment	\$2,249
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Extra Practice Per Week (Optional)	
Extra Driving Hour	\$200
TSA Background for Hazmat Endorsement Is Not Included In School's Tuition or Fees	

NOTES REGARDING FEES AND ADDITIONAL CHARGES:

1. The DOT medical exam, ELDT and one Drug Test are included in the above Tuition and Fees. Any re-test fees a student incurs are the responsibility of the student.
2. The initial DMV Permit fee is included in the above Tuition and Fees. Any permit re-test fees a student incurs are the responsibility of the student.
3. Students failing a commercial drive test at the DMV will be charged a retest fee by the DMV and that fee is the responsibility of the student. 4. Tuition includes 3 test attempts for a Class A or B license. After 3 failures, the CDL permit is no longer valid, and training is considered complete. For additional training and testing, a student must speak to an Admissions Representative regarding costs and schedules
5. Third party CDL testing may be scheduled at the discretion of the school, based on appointment availability, level of proficiency attained by the student, student conduct and attendance. The school is not obligated to pay any student's third-party testing fees. Any student involved in a vehicle accident/incident is ineligible for third party testing.

STUDENT TUITION RECOVERY FUND 94909(a)(14), 76215

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 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or 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 more than 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 non collection 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.

CANCELLATION, WITHDRAWAL, AND REFUND POLICIES

STUDENT'S RIGHT TO CANCEL AND OBTAIN A REFUND

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the firstclass session, or the seventh day after enrollment, whichever is later. The student may cancel their enrollment by notifying (Phone numbers: 619-305-65-96 or 619-379-27-37). Upon cancellation within this timeframe, the student will be entitled to a full refund, minus any non-refundable fees as stated in the enrollment agreement.

NOTICE OF WITHDRAWAL

To cancel or withdraw from the institution, a student must submit written notice to the appropriate institutional office. The notice of withdrawal may be delivered through one of the following methods:

- In-Person: Submit to the Admissions Office or *Jesus Figueroa (Phone numbers: 619-305-6596 or 619-379-27-37)* at South Bay Truck Driving School Inc. 524 West Calle Primera 1005-Q San Ysidro, CA 92173
- Email: southbaytruckdrivingschool@gmail.com

The date of withdrawal is considered effective no later than the date the notice is received by the institution. Withdrawal may be accomplished by conduct if the student's actions clearly demonstrate an intent to discontinue enrollment. Such conduct may include, but is not limited to, failure to attend classes, failure to respond to school communications, or returning school-issued materials. However, students are strongly encouraged to submit formal written notice to ensure timely and accurate processing of their withdrawal.

PRO-RATA REFUND CALCULATION

After the cancellation period, the student may be entitled to a pro-rata refund. The institution will calculate the refund using the pro-rata method. Pro-rata refund is given to students who have completed 60 percent or less of the period attendance. The total amount owed by the student for the portion of the educational program attended is calculated as follows:

1. Calculate Daily Charge: The daily charge is determined by dividing the total institutional charge by the number of days or hours in the program.
2. Determine the Amount Owed: Multiply the daily charge by the number of days the student attended, or was scheduled to attend, prior to withdrawal.

Amount Owed = Daily Charge × Number of Days Attended or was scheduled to attend, prior to withdrawal.

3. Calculate the Refund: The refund amount is the difference between the total amount paid by the student and the amount owed. If the student has paid more than the amount owed, the institution will refund the difference.

Refund Amount = Total Paid by Student – Amount Owed

Example Calculation:

For a program with a total charge of \$5,399 for 160 hours of instruction, \$250 for registration, \$239 for non institutional fees, \$112 for books, and the student attended 40 hours

**$\$5,399 + \$250 + \$239 + \$112 = \$6,000$ is the amount paid, \$601 is non refundable.
 $\$5,399 \text{ tuition} / 160 \text{ hours} = \33.75 an hour.**

\$33.75 x 40 hours attended by the student = \$1,350.

**Refund Amount = \$5,399 - \$1,350 Refund
Amount = \$4,049**

Refund Timeline: Refunds will be issued within 45 days from the effective date of cancellation or withdrawal.

LOANS

The Institute does not participate in federal or state financial aid programs. If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. CEC §94909(a)(10)

FINANCIAL SERVICES

The Institute does not participate in federal or state financial aid programs. If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from the federal student financial aid program.

COMPLAINT PROCEDURE

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 CEC §94909(a)(3)(C).

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:

Address: 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834 P.O.
Box 980818, West Sacramento, CA 95798-0818 Website:
www.bppe.ca.gov Telephone Numbers: Toll-Free: (888) 370-7589
Local: (916) 574-8900 Fax Numbers:

Toll-Free Fax: (916) 263-1897 Local Fax: (916) 263-1897

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 (toll-free) or by visiting www.osar.bppe.ca.gov.