Academy of Truck Driving

SCHOOL CATALOG

January 1, 2026 – December 31, 2026

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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.

Pursuant to section 94909 of the Code, this catalog is reviewed and updated annually before the beginning of each school year and may be further updated as statutes or regulations change or if changes exist in the educational programs, educational services, procedures, or policies, through supplemental catalogs, inserts accompanying the catalog, or in its entirety. Applicants or prospective students who attend an orientation and provide the school with an email address will be provided an electronic copy of the school catalog via email. Prospective students or the general public can also download the school catalog from the school's website at www.aCDLtruckdriver.com, may call the school and request an electronic copy of the catalog by email, U.S. mail, fax, or pick up a printed copy in person.

Welcome to

Academy of Truck Driving

Congratulations future commercial driver!

I congratulate you on taking the first step towards obtaining a career as a professional driver and welcome you to the Academy of Truck Driving family. Since 2000, we have provided commercial truck and bus driving training and take pride in our success in developing our students to excel in this lucrative and stable career. Over the years, we've made changes to our processes to improve upon our training and job placement. This year our focus has been updating our programs to comply with the new Entry Level Driver Training requirements and offering new program options for our students.

Our training facility is strategically located at the Port of Oakland/Oakland Army Base, which is in the hub of most of Oakland's trucking activity. Training at this location routinely exposes our students to the realities and opportunities of the trucking industry. Academy of Truck Driving (ATD) staff is highly-skilled in vocational education and our instructors have extensive, long-term commercial driving experience. We are committed to supporting our students in preparing to enter promising careers as Commercial Drivers. Additionally, we enjoy strong partnerships and collaborate with Bay Area funding agencies and job placement organizations.

We encourage you to review our catalog and visit our website as well as our facilities as you consider entering one of the most stable, ***EXCELLENT PAYING CAREERS*** —Commercial Truck and Bus Driving.

-- Jennifer Walker-Kemp, Chief Executive Officer/President

Mission Statement

We provide commercial truck and bus driving training, certified and approved by the State of California, to applicants enabling them to acquire the knowledge to successfully pass the State of California Department of Motor Vehicles (DMV) Class A and/or Class B commercial license test, including supervised skill application road experience that result in gainful employment opportunities. We provide training to ensure the industry receives the safest driver possible with good interpersonal skills. Our curriculum is detailed and includes current industry changes, allowing our students to take advantage of opportunities available to them, including business ownership in the commercial driving industry.

Staff

School Administrators & Faculty

Jennifer Walker-Kemp,
Chief Executive Officer/School Director/Chief Operating Officer, has over 50+ years of experience as an accountant and business consultant. Over the years she has provided business development services to several trucking enterprises and consulting services for many small and mid-sized businesses. She received a BA in Social Science with Accounting coursework at San Jose State University. She holds various certifications and specialized training in business and the non-profit sector. She manages the school's administrative operations and marketing programs as well as job development and referral activities.

Trino Gonzalez
Chief Academic Officer/Assistant Director
Class A and B Instructor, is a licensed Class A with passenger endorsement commercial driver with over 10 years commercial driving experience. He received his instructional certificate from Academy of Truck Driving under the train the trainer program taught by James Kemp. He has extensive experience in administration, office management, and has completed various business training courses. He provides support to the CEO to carry out the various management and administrative activities of the organization.

Michael Matlock
Class A Instructor, is a licensed Class A commercial driver with over 25 years of experience in the transportation field, including Class A truck driving and vehicle maintenance/mechanic work. He holds an A.S.E. Master's Certificate: Automotive Technology and an A.S.E. Master's Certificate: Heavy-Medium Truck Technology. Michael is also a Certified Journeyman Automotive Technician, apprenticed through the Aerospace and Automotive Machinists Union, while serving as a teacher's aide. He served as shop foreman working on tractors, trucks, and emergency service vehicles. Michael brings a wealth of technical skills and experience to the organization.

Ricky Traylor
Class A Instructor, is a licensed Class A commercial driver with 6+ years of experience in the transportation field.

Facilities

Administrative, Recruitment and Enrollment/Training Offices

The Oakland campus is located at the Port of Oakland. We are housed in a multi-tenant building shared with other businesses in the commercial industry. All training and class sessions are held at 2585 Buna St., Bldg 99, Oakland, CA 94607

Hours of Operation:

Business Hours:	Monday - Friday,	8:00 a.m. – 5:00 p.m.	
Training Hours:	Monday - Friday,	Morning	7:00 a.m. – 11:00 a.m.
		Afternoon	12:00 p.m. – 4:00 p.m.
		Evening	*4:30 p.m. – 6:30 p.m.**
	Saturday/Sunday	*Morning*	*8:00 a.m. – 12:00 p.m.**

** Weekend and evening training hours may be arranged. Group training available.*
School closure dates are listed in the ATD calendar.

School site includes:

- fully equipped training rooms
- lunch/break area, private restrooms
- student parking area
- study area and career center

Equipment & Training Materials

Training Vehicles:

- Manual & Automatic Class A Tractors with 28' trailer(s).
- Automatic Class B Bus
- Automatic Class B Box Truck

Training Materials:

- California DMV Commercial Driver Handbook
- JJ Keller –Safe and Smart Entry-Level Driver Training Series
- JJ Keller – Master Driver DVD Series
- Video Communications Training Videos
- Federal Motor Carriers Safety Administrator Book and Log Book examples

Library

The campus has a library that all current and graduated students will have full access to. The libraries contain commercial training videos as well as commercial vehicle magazines and periodicals available to students. Students must call one day in advance and schedule time between the hours of 7 am -4 pm. on a first come first serve basis. None of the library material shall be allowed to be removed from the campus.

The library and career center is equipped with:

- computers w/ internet service
- job announcements
- career counseling services
- truck driving publications and other industry literature
- televisions w/ combo DVD/VCR
- community programs and resource information
- career readiness package

DMV Requirements

California Learners Permit (CLP)/Commercial Driving License (CDL) Eligibility Requirements

The commercial instruction permit has been renamed (CLP) to comply with federal regulations.

The CLP:

- Applicant must be at least 18 years of age.
- Will not be issued to an applicant until they have obtained a valid California DL, that, at a minimum, allows the applicant to operate a noncommercial Class C motor vehicle. A temporary California DL is acceptable.
- Is only valid when accompanied by the CLP holder's valid California DL.
- Will be valid for a maximum of 180 days from the date of issuance and may be renewed for up to an additional 180 days, provided the CLP expiration date does not exceed a period of 1–year from the initial application date.
- Must obtain a California Noncommercial Class C DL (a temporary/interim DL is acceptable). The DL must be carried to validate the CLP CFR, Title 49 §§383.5, and 383.25).
- May drive for hire within California if you are 18 years of age or older and do not engage in interstate commerce activities.
- Must be at least 21 years old to drive a commercial vehicle engaged in interstate commerce or transport HazMat or wastes (intrastate or interstate commerce) [CVC] §12515)

Endorsements

A special endorsement is also required to drive the following types of vehicles. The endorsement shows as a single letter on the driver license.

(H) – Hazardous Materials Endorsement	Placarded or marked vehicles transporting hazardous materials or wastes
(N) – Tank Endorsement	Tank Vehicles (including a cement truck)
(P) – Passenger Endorsement	Passenger transport vehicles
(S) – School Bus Endorsement	School bus
(T) – Double/Triples Endorsement	Doubles/Triples combination
(X) – Hazmat/Tank Endorsement	Tank vehicles transporting hazardous materials or wastes. (Hazardous waste must meet the definition of California Vehicle Code (CVC) §§353 and 15278.)
(F) – Firefighter Endorsement	Firefighter (not required but optional for commercial Class A or B license holders.)

Note: ATD does not train on (S) or (F) endorsements.

Additional Requirements

All commercial vehicle drivers must:

- Be a California resident before applying for a California CLP/CDL.
- Disclose all states in which they were previously licensed during the past 10 years and surrender all out-of-state DLs(current or expired), if any.
- Certify that they do not have a DL from more than 1 state or country.
- Self-certify what type of commercial commerce you expect to operate.
- Notify their home state DMV of any conviction which occurred in other states within 30 days of the conviction.
- Notify their employer of any conviction within 30 days of the conviction using the Report of Out-of-State Traffic Conviction by a Commercial Driver (DL 535) form.
- Notify their employer of any revocation, suspension, cancellation, or disqualification before the end of the business day following the action.
- Give their employer a 10-year employment history of commercial driving, if applying for a job as a driver.

- Holder must wait a minimum of 14 days after initial CLP issuance to be eligible to take the skills test. The 14-day waiting period applies to classification upgrades and endorsement/restriction changes that require a skills test.
- Holder must be accompanied by a CDL holder while operating a CMV. The CDL holder must possess the appropriate class CDL and endorsements necessary to operate the CMV.
- Holder must surrender their CLP and DL to DMV prior to being issued a CDL.

Application

- A **completed Commercial Driver License Application** (DL 44C/eDL 44C) form. The eDL 44C may be completed online in advance. Signing this form means you agree to submit to a chemical test to determine the alcohol or drug content of your blood. If you refuse to sign this form, the Department of Motor Vehicles (DMV) will not issue or renew your DL.

- **Your true full name**
  An acceptable identity or true full name document is produced by an issuing authority (for example, county, state, etc.).
  - This document is a certified copy of the original (the original is always retained by the issuing authority) and contains an impressed seal or original stamped impression.
  - The certified copy will be returned to you.
  - If you make a copy of the certified copy, DMV will not accept it for identity verification.

- **Approved Medicals (See Section 1.2 of California DMV CDL Handbook)**

- **An acceptable identity (birth date/legal presence) document**. All applicants for an original, renewal, upgrade, or transfer of their CLP/CDL must submit proof of legal presence in the U.S. as authorized under federal law.
  - If the name on your identity document is different from the name on your CDL application, you must also submit an acceptable true full name document.
  - Your true full name, as shown on your identity document, will appear on your CLP/CDL.

- **Residency (Domicile).** A California driver **must** provide **1 document** as proof of California residency for original, and **upon each renewal, transfer, or upgrade**. The address on the residency document must match the residence address on the DL 44C.

- **Provide proof of your social security number.** Your social security number (SSN) will be verified with the Social Security Administration while you are in the office.

  Note: If you are applying for an original CDL (REAL ID or federal non-compliant), a social security card is the only acceptable proof of SSN.

- **The application fee**. This fee is good for 12 months from the application date. The CLP is good for a maximum of 180 days and may be renewed for an additional 180 days without retaking the knowledge tests, provided the expiration date of the CLP does **not** exceed a period of 1-year from the application date. Scores for passed segments of the skills test are only valid during the initial issuance (first 180 days) of the CLP. Passed segments of the skills test (vehicle inspection, basic control skills, and road test) **must** be retaken if the CLP is renewed.

  You are allowed 3 attempts to pass the knowledge test(s) and a total of 3 attempts to pass the entire skills test on a single application. If you fail any knowledge test(s) there is not a waiting period to retake. If you fail any segment of the skills tests (vehicle inspection, basic control skills, or road test), it will count as 1 failure towards the maximum 3 attempts you are allowed. EXAMPLE: Failing the vehicle inspection, basic control skills, and road test counts as a 3-time failure (or any failure combination equaling 3). However, if you are required to take the skills test for separate types of vehicles (Class A or passenger transport vehicle), you are allowed 3 skills test attempts for the Class A vehicle and 3 skills test attempts for the passenger transport vehicle. If you fail the basic skills test or the road test, there will be a retest fee charged upon your return to take the subsequent test. There is not a waiting period to retake basic control skills test(s).

For more information on acceptable identity documents, social security documents, acceptable residency documents or REAL ID Compliant CLP/CDL, visit **dmv.ca.gov** or call 1-800-777-0133.

Important Changes to Limited-Term Legal Presence CDL Requirements

Important Update

Starting September 29, 2025 the California DMV cannot issue or renew limited-term legal presence (non-domiciled) Commercial Driver's Licenses.

The U.S. Department of Transportation (USDOT) has announced **emergency rules** that require state DMVs to pause issuing limited-term legal presence (non-domiciled) Commercial Driver's Licenses (CDL) and Commercial Learner's Permits (CLPs) until new federal standards are met.
These changes apply to people who are legally in the U.S. but are not permanent residents or citizens. This includes individuals with certain work visas as well as approved or pending asylees and refugees.

What you can do now
Review the new Federal Motor Carrier Safety Administration (FMCSA) regulations.

- If you have a valid, unexpired non-domiciled CDL, no further action is required.
- If you do not have your driver's license card, you may apply for a noncommercial driver's license by visiting a DMV office.
- We recommend making an appointment and completing an application online prior to your appointment.

More information
For more information about the newly imposed federal requirements, visit fmcsa.dot.gov.

ATD Note: *If an individual fails on the drive test or skills test an additional fee is required prior to subsequent retests. This is paid directly to the DMV. If an individual fails any combination of the pre-trip or the drive test three (3) times, he/she must return to DMV and pay the original practice permit fee again and retake the written test before being allowed to take another drive test.*

Upon passing DMV licensing requirements, students receive an interim Commercial Driver License issued by DMV valid for 90 days. The permanent CDL is mailed within 60 days.

FMCSA Requirements

Drug Testing & FMCSA Clearinghouse Requirements:

In order to comply with the Federal Motor Carrier Safety regulations, 49 CFR Part 40, 49 CFR Part 382, and other applicable statutes governing commercial drivers, ATD has a Drug and Alcohol Policy, drug testing and reporting requirements.

Clearinghouse:

You are enrolling in an independent CDL Training Program that is not affiliated with or operated by an employer (i.e., the student driver pays to attend). According to FMCSA, a student driver is considered self-employed. After obtaining a commercial learner's permit (CLP), student drivers enrolled in commercial driver's license (CDL) training programs are subject to FMCSA's drug and alcohol program requirements in 49 CFR part 382. As a student you are required to:

- Register in the Clearinghouse-
  Student drivers must also designate a C/TPA in the Clearinghouse. Contact the C/TPA prior to sending this designation request.

- Purchase a Query Plan –
  Purchasing a query plan is required to conduct queries.
  Note: C/TPAs cannot purchase a query plan on behalf of student drivers.

- Conduct/Consent To Pre-Employment Query In The Clearinghouse –
  Once a student driver obtains their CLP, the student driver, or their designated C/TPA, must conduct a pre-employment query to ensure the student driver is not prohibited.

- Take Required Drug Tests –
  The designated C/TPA will direct the student driver to appear for a pre-employment drug test and any applicable random drug tests.

NOTE: Once a student driver has successfully completed the CDL training program and been issued a CDL, they must update their role in the Clearinghouse.

Commercial Driving License (CDL) Certificate Programs Requirements

Pre-Enrollment Requirements

All students are required to pre-enroll, and obtain the necessary documents to complete the enrollment process. Following the pre-enrollment process, students are requested to present the school with documents showing they are eligible for enrollment. To finalize the enrollment process, students may contact the school to schedule an appointment for enrollment in person or via electronic signature.

- Attend an Enrollment Orientation and review Academy of Truck Driving (ATD) Orientation & Enrollment Packet
- Have at least 1 (one) year of recent Class C driving experience.
- Be able to speak, read and write the English language*
- Ability to pay tuition and fees or obtain funding commitment from a tuition granting agency **
- Ability to obtain and submit Driver Qualification Documents:

Driver Qualification Documents

Submit Copy or Original to ATD:	Note:
Current valid Class C (Copy)	• Temporary Class C is also valid • If you are currently a CDL driver, you will be issued a temporary Class C driver license when you apply for a CLP
Current Driving Record - DMV Print out – K4 (Original)	• Must be dated within 30 days of your enrollment. • Maximum of 3 points. • No major violations (2 points) within the last 5 years. • No more than 1 DUI. DUI violation must be at least 7 years old. • No at fault accidents within 1 year. • No more than 1 at fault accident within the last 3 years.
Medical Examiner's Report including Medical Examiner's Certificate (Copy)	• Must be valid for the duration of the training period.
Negative DOT Drug Test Results	• Must be dated within 30 days of enrollment. • Submitted to ATD by testing facility
DMV Commercial Learner's Permit (CLP) (Copy)	• Must be valid for the duration of the training period. • License class and endorsements must match the selected program license requirements.

ATD Note:
**If you have arranged for funding assistance that covers your pre-enrollment costs, an enrollment representative will assist students in obtaining the required documents.

Pre-Enrollment Requirement Exceptions

Academy of Truck Driving recognizes that some applicants may not meet all of the pre-enrollment requirements listed above, but still may be able to secure gainful employment. In addition, ATD understands some applicants may be taking training for their own personal enrichment or basis for an independent small business. The above requirements serve to notify applicants that companies who hire through the ATD's job placement assistance department may not hire recent ex-offenders, alcohol/substance abusers, and applicants with certain physical limitations as defined by Federal D.O.T. Physical requirements or applicants with poor driving records. Job placement assistance with these conditions will be limited. Therefore, providing the applicant can meet all requirements to obtain a CDL license and the applicant understands and signs the "Job Placement Assistance Waiver Release" form, admittance may be considered.

Admission/Enrollment Requirements

Prior to registration

- Verify that you meet the Pre-Enrollment Requirements
- Obtain all Driver Qualification documents
- Make an appointment to submit your application:
  - Provide a complete Student Application with all Driver Qualification documents
  - Pay $60.00 Application Fee (non-refundable)
- Meet with ATD Career Center Job Developer

At least 7 days before class:

- Meet with an Enrollment Representative (Make an appointment in advance)
- Provide verification of 3rd party funding authorization (if applicable)
- Pay $250.00 Registration Fee (non-refundable) and register for a class by completing an ATD "Student Enrollment & Program Agreement"

Within 7 days before class:

- Submit any missing required driver qualification documents from checklist for participation in the program
- Submit negative test results

First day of Instruction:

- Pay ATD full tuition & fees

Note: The Application Fee is a fee that is assessed to each student to help defer investigative costs associated with the application review, background check, driving record analysis, verification of clearinghouse registration. **THIS IS A NON-REFUNDABLE FEE ONCE THE STUDENT HAS PAID THE FEE.** ATD will review your application for completeness, applicant's suitability for the training program, assist with funding resources, and prepare Student Enrollment & Program Agreement upon acceptance. If your application is incomplete, you will be provided with a checklist to submit the missing documents before the 1st day of class. Incomplete applications will not be accepted and may be withdrawn after 30 days. Failure to submit all required documents prior to the 1st day of class will result in forfeiture of the Registration Fee and you will need to pay the fee again to register for another class. Your social security card will be verified upon enrollment.

ATD Summary:

- Meet the CA DMV Eligibility Requirements
- Study Department of Motor Vehicle (DMV) – California Commercial Driver Handbook (Most Current Year)
- Schedule an appointment with DMV to apply for and take your written test to obtain you DMV Commercial Learner's Permit
- Complete DMV application form DL 44C
- Pay the application fee to DMV for your CLP application.
- Submit ALL DMV required documents for verification:
  - □ Current driver license
  - □ Social security card
  - □ Proof of Identity & Residency document(s)
  - □ Original & Signed Medical Examiners Report & Certificate
- Take and pass the DMV Commercial Learner's Permit written exam

DMV fees are subject to change. See "Tuition and Fees" section for current DMV applicable fees.

COVID-19: In response to the COVID-19 pandemic, Academy of Truck Driving has have modified catalog content to continue to provide training to its students. Reference the current COVID-19 Safety Protocol at www.aCDLtruckdriver.com.

Certificate Programs & Program Selection

We offer two categories of educational programs for our prospective students. For most entry level students, we offer a variety of Full Course Programs designed to obtain the necessary skills and credentials to obtain a CDL.

Entry Level Driver Training (ELDT) Programs	
Program I –	Class A Commercial Drivers License Program
Program II –	Class B Commercial Drivers License Program (Straight Truck / Passenger Endorsement)
Program V –	Commercial Driver Super Session
Program VI –	Upgrade B to A
Program VII –	Passenger Endorsement
Program IX –	Enhanced Class A or B Commercial Driver License
Program X –	Hazardous Materials Endorsement

Our Non-ELDT training program offering are condensed training programs designed for experienced drivers, students who have completed ELDT training but need additional training to obtain proficiency, as well as custom training programs for employer groups that are not subject to ELDT requirements.

Non-ELDT Training Programs	
Program III –	Commercial Driver Refresher
Program IV –	Commercial Driver Class A or B Express
Program VIII –	Focused A/B
Customized Employer Training Programs Available	

Our Refresher and Express programs are specifically designed for those with previous CDL experience. These are shorter, condensed and structured training programs based on skill. These educational programs require pre-payment and consecutive days of training. Student's desiring to take a condensed course instead of a full course program must provide documentation verifying previous licensure of the same license class and have an evaluation performed to determine which condensed course would meet the student's needs. The student will be required to pay an evaluation fee of $150.00 and will be evaluated on the following criteria:

- **Shifting with less than 10% grinding of gears**
- **Ability to start and stop smoothly**
- **Alley dock a trailer within 3 adjustments**
- **Safely complete both left and right turns without hitting curbs**
- **Perform air brake test with less than 2 errors**
- **Perform pre-trip inspection with less than 10 errors**

If the student enrolls into any of the educational programs within 30 days of the evaluation, the evaluation charge will be waived and payment will be applied towards the cost of the selected program.

Instructor-Student Ratios

Theory		
Classroom instruction	Up to 10 students	1 instructor
Behind-the-Wheel		
Range Instruction: External Vehicle Inspection & general overview of equipment	1-4 students per vehicle	1 instructor
Range Instruction: Internal Vehicle Inspection	1-4 students per vehicle	1 instructor
Public Road Instruction	1-3 students per vehicle	1 instructor

Tuition and Fees

Itemization & Total Tuition Fees for California Commercial Driver License Certificate Programs

Entry Level Driver Training (ELDT) Programs

Pre-Enrollment Fees (Nonrefundable)

Program:	I Class A Commercial Driver License Up to 160 Hours	II Class B Commercial Driver License Up to 120 Hours	V SuperSession Up to 210 Hours	VI Upgrade B to A Up to 120 Hours	IX Enhanced A/B Up to 240 Hours
3rd Party Auxiliary Fees These fees are required and payable to a 3rd party. DMV and/or DOT fees are non-refundable once paid to the third-party; however, if such fees have been paid to the institution but the institution has not paid the third-party, then the fees are refundable and subject to the institution's cancellation and withdrawal refund policies.					
➢ DMV Driver License Record (K4 Printout)	$5	$5	$5	$5	$5
➢ DMV Commercial Learner's Permit (CLP)	$100	$100	$100	$100	$100
➢ DOT Medical Exam	$100	$100	$100	$100	$100
➢ DOT Drug Screen	$100	$100	$100	$100	$100
ATD Auxiliary Fees Application fee is due prior to enrollment and registration for classes. Registration Fee is due upon signing the student enrollment and program agreement.					
➢ ATD Application Fee	$60	$60	$60	$60	$60
➢ ATD Enrollment Fee	$250	$250	$250	$250	$250
Subtotal Pre-Enrollment Fees	**$615**	**$615**	**$615**	**$615**	**$615**

ATD Tuition (Refundable) & Program Fees (Nonrefundable)

Program:	I Class A Commercial Driver License Up to 160 Hours	II Class B Commercial Driver License Up to 120 Hours	V SuperSession Up to 210 Hours	VI Upgrade B to A Up to 120 Hours	IX Enhanced A/B Up to 240 Hours
ATD Tuition & Fees Tuition refunds are based on unused portion of hours, per refund policy. ATD fees for online access, textbooks and materials are non-refundable once provided to or received by student.					
➢ ATD Tuition (refundable)	$6,500	$4,875	$9,000	$5,000	$8,250
➢ ATD Online Training Platform Fee (non-refundable)	$325	$325	$325	$325	$325
➢ ATD Textbook Fee (non-refundable)	$75	$75	$75	$75	$75
➢ ATD Material Fee (non-refundable)	$100	$100	$100	$100	$100
Subtotal ATD Tuition & Fees	**$7,000**	**$5,375**	**$9,500**	**$5,500**	**$8,750**

Total Cost of Program

Program:	I Class A Commercial Driver License Up to 160 Hours	II Class B Commercial Driver License Up to 120 Hours	V SuperSession Up to 210 Hours	VI Upgrade B to A Up to 120 Hours	IX Enhanced A/B Up to 240 Hours
Pre-Enrollment Fees	$615	$615	$615	$615	$615
ATD Tuition & Fees	$7,000	$5,375	$9,500	$5,500	$8,750
Total Program Cost	**$7,615**	**$5,990**	**$10,115**	**$6,115**	**$9,365**
BPPE State Mandated STRF Fee (Currently $0.00 per $1000 of institutional charges)	*$0*	*$0*	*$0*	*$0*	*$0*
Total Program Cost for Private Pay	***$7,615***	***$5,990***	***$10,115***	***$6,115***	***$9,365***

ELDT Endorsement Training Programs

Pre-Enrollment Fees (Nonrefundable)

Program:	VII Passenger Endorsement Up to 20 Hours (Add-on)	X Hazmat Endorsement Up to 8 Hours (Add-on)
3rd Party Auxiliary Fees These fees are required and payable to a 3rd party. DMV and/or DOT fees are non-refundable once paid to the third-party; however, if such fees have been paid to the institution but the institution has not paid the third-party, then the fees are refundable and subject to the institution's cancellation and withdrawal refund policies.		
➢ DMV Driver License Record (K4 Printout)	n/a	n/a
➢ DMV Commercial Learner's Permit (CLP)	n/a	n/a
➢ DOT Medical Exam	n/a	n/a
➢ DOT Drug Screen	n/a	n/a
ATD Tuition & Fees Tuition refunds are based on unused portion of hours, per refund policy. ATD fees for online access, textbooks and materials are non-refundable once provided to or received by student.		
➢ ATD Application Fee	n/a	n/a
➢ ATD Enrollment Fee	$50	$50
Subtotal Pre-Enrollment Fees	**$50**	**$50**

ATD Tuition (Refundable) & Program Fees (Nonrefundable)

Program:	VII Passenger Endorsement Up to 20 Hours (Add-on)	X Hazmat Endorsement Up to 8 Hours (Add-on)
ATD Tuition & Fees Tuition refunds are based on unused portion of hours, per refund policy. ATD fees for online access, textbooks and materials are non-refundable once provided to or received by student.		
➢ ATD Tuition (refundable)	$1000	$300
➢ ATD Online Training Platform Fee (non-refundable)	$200	n/a
➢ ATD Textbook Fee (non-refundable)	$50	$50
➢ ATD Material Fee (non-refundable)	n/a	n/a
Subtotal ATD Tuition & Fees	**$1,250**	**$350**

Total Cost of Program

Program:	VII Passenger Endorsement Up to 20 Hours (Add-on)	X Hazmat Endorsement Up to 8 Hours (Add-on)
Pre-Enrollment Fees	$50	$50
ATD Tuition & Fees	$1,250	$350
Total Program Cost	**$1,300**	**$400**
Total Cost of Program for Private Pay Students (STRF Eligible Students)		
BPPE State Mandated STRF Fee (Currently $0.00 per $1000 of institutional charges)	*$0*	*$0*
Total Program Cost for Private Pay	***$1,300***	***$400***

Non-ELDT Training Programs

Pre-Enrollment Fees (Nonrefundable)

Program:	III Refresher A/B Up to 60 Hours	IV Express A/B Up to 40 Hours	VIII Focused A/B Up to 40 Hours
3rd Party Auxiliary Fees These fees are required and payable to a 3rd party. DMV and/or DOT fees are non-refundable once paid to the third-party; however, if such fees have been paid to the institution but the institution has not paid the third-party, then the fees are refundable and subject to the institution's cancellation and withdrawal refund policies.			
➢ DMV Driver License Record (K4 Printout)	$5	$5	n/a
➢ DMV Commercial Learner's Permit (CLP)	$100	$100	n/a
➢ DOT Medical Exam	$100	$100	n/a
➢ DOT Drug Screen	$100	$100	n/a
ATD Tuition & Fees Tuition refunds are based on unused portion of hours, per refund policy. ATD fees for online access, textbooks and materials are non-refundable once provided to or received by student.			
➢ ATD Application Fee	$60	$60	n/a
➢ ATD Enrollment Fee	$250	$250	$50
Subtotal Pre-Enrollment Fees	**$615**	**$615**	**$50**

ATD Tuition (Refundable) & Program Fees (Nonrefundable)

Program:	III Refresher A/B Up to 60 Hours	IV Express A/B Up to 40 Hours	VIII Focused A/B Up to 40 Hours
ATD Tuition & Fees Tuition refunds are based on unused portion of hours, per refund policy. ATD fees for online access, textbooks and materials are non-refundable once provided to or received by student.			
➢ ATD Tuition (refundable)	$2,350	$1,950	$2,400
➢ ATD Online Training Platform Fee (non-refundable)	$325	n/a	n/a
➢ ATD Textbook Fee (non-refundable)	$75	n/a	n/a
➢ ATD Material Fee (non-refundable)	$100	$100	$100
Subtotal ATD Tuition & Fees	**$2,850**	**$2,050**	**$2,500**

Total Cost of Program

Program:	III Refresher A/B Up to 60 Hours	IV Express A/B Up to 40 Hours	VIII Focused A/B Up to 40 Hours
Pre-Enrollment Fees	$615	$615	$50
ATD Tuition & Fees	$2,850	$2,050	$2,500
Total Program Cost	**$3,465**	**$2,665**	**$2,550**
Total Cost of Program for Private Pay Students (STRF Eligible Students)			
BPPE State Mandated STRF Fee (Currently $0.00 per $1000 of institutional charges)	*$0*	*$0*	*$0*
Total Program Cost for Private Pay	***$3,465***	***$2,665***	***$2,550***

ATD Notices:

- Programs VII, VIII & X require enrollment in a related ELDT driver training program for the class of license desired (i.e. Program I, II, V, or IX)
- All programs are designed to support a maximum timeframe. If a student shows the ability to complete sooner than the allotted timeframe ATD will allow an early graduation date.
- If additional training outside of allotted program time is needed to develop proficiency for DMV testing eligibility, additional costs may be required for additional hours or enrollment into another program (i.e. Focused A/B) depending on instructor evaluation of estimated time.
- Tuitions and fees are subject to change at any time. If students require a change or additional program hours or fees, an "Addendum to the Student Enrollment and Program Agreement" form is required. The above schedule of total charges for a period of attendance and the estimated schedule of total charges for the entire educational program are the same.

Miscellaneous Additional Fees (as applicable)– Nonrefundable	
3rd Party Fees	
➢ DMV Retesting Fee (if required; each trip) *	$46
➢ DMV Additional Permit Fee *	$100
➢ TSA Hazmat Background Check (includes handling costs) *	$95
➢ TSA TWIC Card (includes handling costs)*	$130
ATD Institutional Fees	
➢ ATD Driving Skills Evaluation	$125
➢ ATD Permit Tutoring (up to 10 hours)	$250
➢ ATD DMV Drive Test (Post-completion, each visit)	$350
➢ ATD Certificate Reprint Fee	$20
➢ ATD Equipment Damage Deposit	$200
➢ ATD Additional Practice Hours (minimum 4 hours, up to 20 hours, $100 each hour)	$100
➢ ATD Credit Card Processing Fee (3.5%)	3.5%

**DMV/TSA fees are subject to change. See "Tuition and Fees" section for current DMV applicable fees.*

Program I Class A Commercial Driver License Up to 160 hours

Objective: *Training to obtain a Class A license with air brakes and selected endorsements*
DOL/SOC # *53-3032 Heavy and Tractor-Trailer Truck Drivers*

Program I includes but not limited to the following:

Online Entry Level Driver Training Theory Courses

- Basic Operation
  - Orientation, Control Systems/Dashboard, Pre-Trip Inspections and Post-Trip Inspections, Basic Control, Shifting/Operating Transmissions, Backing and Docking, Coupling and Uncoupling
- Safe Operating Procedures
  - Visual Search, Communication, Distracted Driving, Speed Management, Space Management, Night Operation, Extreme Driving Conditions
- Advanced Operating Practices
  - Hazard Perception, Skid Control/Recovery, Jackknifing, and Other Emergencies, Railroad-Highway Grade Crossings
- Vehicle Systems and Reporting Malfunctions
  - Identification and Diagnosis of Malfunctions, Roadside Inspections, Maintenance
- Non-Driving Activities
  - Handling and Documenting Cargo, Environmental Compliance Issues, Hours-of-Service Requirements, Fatigue and Wellness Awareness, Post-Crash Procedures, External Communications, Whistleblower/Coercion, Trip Planning, Drugs/Alcohol, Medical Requirements

Classroom & Inspection Instruction

- In-depth study of Department of Transportation (DOT) safety rules and regulations
- Introduction to pre-trip and in-cab inspection including air brake testing
- Endorsements General Overview and Regulations
  - Double/Triples (T), Tanker (N), Hazardous Material (H), Tanker/Hazardous Material (X)
- Identifying truck parts
- Space management
- Video presentations and discussion
- Map reading and log book training
- Trip planning and navigational skills
- Job search and referral sessions

Behind-the-Wheel Instruction

- Range
  - Vehicle Inspection
  - Straight Line Backing
  - Alley Dock Backing
  - Off-Set Backing
  - Parallel Parking
  - Coupling and Uncoupling
- Public Road
  - Vehicle Controls
  - Shifting/Transmission
  - Communications/Signaling
  - Visual Search
  - Speed and Space Management
  - Safe Driver Behavior
  - Hours-of-Service Requirements
  - Hazard Perception**
  - Railroad-Highway Grade Crossing**
  - Night Operation**
  - Extreme Driving Conditions**
  - Skid Control/Recovery, Jackknifing, and Other Emergencies**

Home Study

- Students are required to complete up to 3 hours of home study daily.

Test Prep (Post-completion)

- Evaluations and critiques from our team of instructors
- DMV CDL testing appointments (Includes up to 2 visits to DMV)

*Instructors use an assessment to determine the driver-trainee's proficiency for each unit of instruction. Driver-trainees must demonstrate their understanding of the material by achieving an overall minimum score of 80 percent on the theory assessment.

**These topics are discussed during public road training, but not necessarily performed. Driver-trainees are not required to demonstrate proficiency in these skills.

ATD Notice:

- **This outline is provided as an estimate of the hours allocated to the various aspects of training and may vary based on individual's needs and progress as determined by the program instructor expected in order to satisfactorily prepare students for DMV licensing exam. Students are to review class work and assigned job search projects outside of class.**
- **Class schedule may be altered or cancelled based on availability and scheduling of DMV appointments or mechanical issues with vehicles. These situations do not count against student's program hours.**

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $7,615.00

Program Completion Requirements & Certificate of Completion

Students must develop proficiency in the basic operation of the Commercial Motor Vehicle (CMV) to complete the program successfully. Proficiency is determined when the student is evaluated and demonstrates mastery of the basic control skills of the Commercial Motor Vehicle (CMV) per the minimum federal guidelines mandated by the Federal Motor Carrier Safety Administration (FMCSA). Upon successful completion of the program hours, students who have demonstrated the driving performance proficiency requirements become graduates of the program. Graduates will be evaluated for DMV test readiness and may be eligible to receive DMV testing support.

Successful program completion and eligibility for DMV testing support will be evidenced by the issuance of:

1. ELDT Theory & Behind-The-Wheel Training certifications submitted to the FMCSA,
2. DMV California Commercial Driver Behind The Wheel Training Certification (DL1236)
3. Certificate of Satisfactory Completion from ATD

by an instructor upon meeting the minimum proficiency standards as outlined in the Section, "Standards for Student Achievement".

Students who complete the program hours but have not developed proficiency per FMCSA standards will be issued:

1. DMV California Commercial Driver Behind The Wheel Training Certification (DL1236)
2. Certificate of Attendance/Hours Completed from ATD and will not be eligible for DMV testing.

All training shall be onsite only in its entirety.
WE DO NOT OFFER DISTANCE LEARNING AT THIS TIME FOR THIS TRAINING PROGRAM. (5, CCR §71810 (b)(11))

Program II Class B Commercial Drivers License Up to 120 hours

Objective: *Training to obtain a Class B license with air brakes with a straight truck or bus with passenger endorsement (requires add on Passenger Endorsement program)*

DOL/SOC # *53-3032 Heavy and Tractor-Trailer Truck Drivers; 53-3021.00 - Bus Drivers, Transit and Intercity*

Program II includes but not limited to the following:

Online Entry Level Driver Training Theory Courses

- Basic Operation
  - Orientation, Control Systems/Dashboard, Pre-Trip Inspections and Post-Trip Inspections, Basic Control, Shifting/Operating Transmissions, Backing and Docking
- Safe Operating Procedures
  - Visual Search, Communication, Distracted Driving, Speed Management, Space Management, Night Operation, Extreme Driving Conditions
- Advanced Operating Practices
  - Hazard Perception, Skid Control/Recovery, Jackknifing, and Other Emergencies, Railroad-Highway Grade Crossings
- Vehicle Systems and Reporting Malfunctions
  - Identification and Diagnosis of Malfunctions, Roadside Inspections, Maintenance
- Non-Driving Activities
  - Handling and Documenting Cargo, Environmental Compliance Issues, Hours-of-Service Requirements, Fatigue and Wellness Awareness, Post-Crash Procedures, External Communications, Whistleblower/Coercion, Trip Planning, Drugs/Alcohol, Medical Requirements

Classroom & Inspection Instruction

- In-depth study of Department of Transportation (DOT) safety rules and regulations
- Introduction to pre-trip and in-cab inspection including air brake testing
- Endorsements General Overview and Regulations
  - Tanker (N), Hazardous Material (H), Tanker/Hazardous Material (X)
- Identifying truck parts
- Space management
- Video presentations and discussion
- Map reading and log book training
- Trip planning and navigational skills
- Job search and referral sessions

Behind-the-Wheel Instruction

- Range
  - Vehicle Inspection
  - Straight Line Backing
  - Alley Dock Backing
  - Off-Set Backing
  - Parallel Parking
- Public Road
  - Vehicle Controls
  - Shifting/Transmission
  - Communications/Signaling
  - Visual Search
  - Speed and Space Management
  - Safe Driver Behavior
  - Hours-of-Service Requirements
  - Hazard Perception**
  - Railroad-Highway Grade Crossing**
  - Night Operation**
  - Extreme Driving Conditions**
  - Skid Control/Recovery, Jackknifing, and Other Emergencies**

Home Study

- Students are required to complete up to 3 hours of home study daily.

Test Prep (Post-completion)

- Evaluations and critiques from our team of instructors
- DMV CDL testing appointments (Includes up to 2 visits to DMV)

*Instructors use an assessment to determine the driver-trainee's proficiency for each unit of instruction. Driver-trainees must demonstrate their understanding of the material by achieving an overall minimum score of 80 percent on the theory assessment.

**These topics are discussed during public road training, but not necessarily performed. Driver-trainees are not required to demonstrate proficiency in these skills.

ATD Notice:

- **This outline is provided as an estimate of the hours allocated to the various aspects of training and may vary based on individual's needs and progress as determined by the program instructor in order to satisfactorily prepare students for DMV licensing exam. Students are expected to review class work and assigned job search projects outside of class.**
- **Class schedule may be altered or cancelled based on availability and scheduling of DMV appointments or mechanical issues with vehicles. These situations do not count against student's program hours.**

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $5,990.00

Program Completion Requirements & Certificate of Completion

Students must develop proficiency in the basic operation of the Commercial Motor Vehicle (CMV) to complete the program successfully. Proficiency is determined when the student is evaluated and demonstrates mastery of the basic control skills of the Commercial Motor Vehicle (CMV) per the minimum federal guidelines mandated by the Federal Motor Carrier Safety Administration (FMCSA). Upon successful completion of the program hours, students who have demonstrated the driving performance proficiency requirements become graduates of the program. Graduates will be evaluated for DMV test readiness and may be eligible to receive DMV testing support.

Successful program completion and eligibility for DMV testing support will be evidenced by the issuance of:

1. ELDT Theory & Behind-The-Wheel training certifications submitted to the FMCSA,
2. DMV California Commercial Driver Behind The Wheel Training Certification (DL1236)
3. Certificate of Satisfactory Completion from ATD

by an instructor upon meeting the minimum proficiency standards as outlined in the Section, "Standards for Student Achievement".

Students who complete the program hours but have not developed proficiency per FMCSA standards will be issued:

1. DMV California Commercial Driver Behind The Wheel Training Certification (DL1236)
2. Certificate of Attendance/Hours Completed from ATD and will not be eligible for DMV testing.

All training shall be onsite only in its entirety.

WE DO NOT OFFER DISTANCE LEARNING AT THIS TIME FOR THIS TRAINING PROGRAM. (5, CCR §71810 (b)(11))

Program III Commercial Driver Refresher — Up to 60 hours

Objective: *Training to obtain a Class A license with air brakes and selected endorsements or a Class B license with air brakes.*
DOL/SOC # *53-3032 Heavy and Tractor-Trailer Truck Drivers; 53-3021.00 - Bus Drivers, Transit and Intercity*

The Commercial Drivers Refresher Program is specifically designed for those with previous CDL experience. This is a shorter, condensed and structured training program based on skill. This program requires pre-payment and consecutive days of training. Each potential student requesting this program will need to complete a driving skills evaluation that will consist of the following criteria:

- **Shifting with less than 10% grinding of gears**
- **Ability to start and stop smoothly**
- **Alley dock a trailer within 3 adjustments**
- **Safely complete both left and right turns without hitting curbs**
- **Perform air brake test with less than 2 errors**
- **Perform pre-trip inspection with less than 10 errors**

Entry into this program is based on an assessment of commercial driving experience.

Program III includes but not limited to the following:

Classroom & Inspection Instruction
- Review of:
  - DMV vehicle codes, laws and rules
  - Department of Transportation (DOT) safety rules and regulations
  - Pre-trip and in-cab inspection including air brake testing
- General overview of endorsements and regulations
- Video presentations and discussion
- Job search and referral sessions

Behind-the-Wheel Instruction
- Practice Drills:
  - Pre-Trip Inspection
  - Basic Skills
  - Driving Skills
  - Coupling/Uncoupling (Class A Only)
- Driving & shifting gears, series of behind-the-wheel, open road driving instruction
- Defensive driving techniques, backing, safety and emergency procedures

Home Study
- Students are required to complete up to 3 hours of home study daily.

Test Prep (Post-completion – As necessary)
- Evaluations and critiques from our team of instructors
- DMV CDL testing appointments (Not included in total charges)

ATD Notice:

- **The above outline is provided as an estimate of the hours allocated to the various aspects of training and may vary based on individual's needs and progress as determined by the program instructor in order to satisfactorily prepare students for DMV licensing exam. Students are expected to review class work and assigned job search projects outside of class.**
- **Class schedule may be altered or cancelled based on availability and scheduling of DMV appointments or mechanical issues with vehicles. These situations do not count against student's program hours.**

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $3,465.00

Program Completion Requirements & Certificate of Completion

Satisfactory drills and driving progress must be performed consistently and all tests and assignments must be completed and turned in on time. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Each student will be considered a graduate of the Class A or B Commercial Driver License Refresher program and receive a certificate of completion upon completion of all program hours or successfully passing in-house DMV trial testing at least three (3) times (vehicle pre-trip inspection with no more than 10 errors and a drive test with no more than 25 errors), along with completing at least 60% of the scheduled program hours, and with instructor evaluation determining you are ready to test at DMV.

Upon completing and passing DMV CDL exams and requirements, students will receive an interim Commercial Driver License issued by DMV. The permanent CDL is mailed within 60 days.

Successful program completion and eligibility for DMV testing support will be evidenced by the issuance of:

1. DMV California Commercial Driver Behind The Wheel Training Certification (DL1236)
2. Certificate of Satisfactory Completion from ATD

by an instructor upon meeting the minimum proficiency standards as outlined in the Section, "Standards for Student Achievement".

All training shall be onsite only in its entirety.
WE DO NOT OFFER DISTANCE LEARNING AT THIS TIME FOR THIS TRAINING PROGRAM. (5, CCR §71810 (b)(11))

Program IV Commercial Driver Class A or B Express Up to 40 hours

Objective: *Training to obtain a Class A license with air brakes and selected endorsements or a Class B license with air brakes with a straight truck or bus with passenger endorsement*
DOL/SOC # *53-3032 Heavy and Tractor-Trailer Truck Drivers*
53-3021.00 - Bus Drivers, Transit and Intercity

The Commercial Driver Class A or B Express program is specifically designed for those with previous CDL experience. This is a shorter, condensed and structured training program based on skill. This program requires pre-payment and consecutive days of training. Each potential student requesting this program will need to complete a driving skills evaluation that will consist of the following criteria:

- **Shifting with less than 10% grinding of gears**
- **Ability to start and stop smoothly**
- **Alley dock a trailer within 3 adjustments**
- **Safely complete both left and right turns without hitting curbs**
- **Perform air brake test with less than 2 errors**
- **Perform pre-trip inspection with less than 10 errors**

Entry into this program is based on an assessment of commercial driving experience.
Program IV coverage includes but not limited to the following:

Classroom Instruction
- Review of:
  - DMV vehicle codes, laws, and rules
  - Department of Transportation (DOT) safety rules and regulations
  - Pre-trip and in-cab inspection including air brake testing
- General overview of endorsements and regulations
- Video presentations and discussion
- Job search and referral sessions

Behind-the-Wheel Driving Skill
- Practice Drills:
  - Pre-Trip Inspections
  - Basic Skills
  - Driving Skills
  - Coupling/Uncoupling (Class A Only)
- Driving & shifting gears, series of behind-the-wheel, open road driving instruction
- Defensive driving techniques, backing, safety and emergency procedures

Home Study
Students are required to complete up to 3 hours of home study daily

Test Prep (Post-completion – As necessary)
- Evaluations and critiques from our team of instructors
- DMV CDL testing appointments (Not included in total charges)

ATD Notice:
- **The above outline is provided as an estimate of the hours allocated to the various aspects of training and may vary based on individual's needs and progress as determined by the program instructor in order to satisfactorily prepare students for DMV licensing exam. Students are expected to review class work and assigned job search projects outside of class.**
- **Class schedule may be altered or cancelled based on availability and scheduling of DMV appointments or mechanical issues with vehicles. These situations do not count against student's program hours.**

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $2,665.00

Program Completion Requirements & Certificate of Completion

Satisfactory drills and driving progress must be performed consistently and all tests and assignments must be completed and turned in on time. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Each student will be considered a graduate of the Commercial Driver Class A or B Express program and receive a certificate of completion upon completion of all program hours or successfully passing in-house DMV trial testing at least three (3) times (vehicle pre-trip inspection with no more than 10 errors and a drive test with no more than 25 errors), along with completing at least 60% of the scheduled program hours, and with instructor evaluation determining you are ready to test at DMV.

Upon completing and passing DMV CDL exams and requirements, students will receive an interim Commercial Driver License issued by DMV. The permanent CDL is mailed within 60 days.

Successful program completion and eligibility for DMV testing support will be evidenced by the issuance of:
1. DMV California Commercial Driver Behind The Wheel Training Certification (DL1236)
2. Certificate of Satisfactory Completion from ATD

by an instructor upon meeting the minimum proficiency standards as outlined in the Section, "Standards for Student Achievement".

All training shall be onsite only in its entirety.
WE DO NOT OFFER DISTANCE LEARNING AT THIS TIME FOR THIS TRAINING PROGRAM. (5, CCR §71810 (b)(11))

Program V Commercial Driver Super Session Up to 240 hours

Objective: *Training to obtain a Class A license with air brakes and with a passenger endorsement*
DOL/SOC # *53-3032 Heavy and Tractor-Trailer Truck Drivers*
53-3021.00 - Bus Drivers, Transit and Intercity

Program V includes but not limited to the following:

Online Entry Level Driver Training Theory Courses

- Basic Operation
  - Orientation, Control Systems/Dashboard, Pre-Trip Inspections and Post-Trip Inspections, Basic Control, Shifting/Operating Transmissions, Backing and Docking, Coupling and Uncoupling
- Safe Operating Procedures
  - Visual Search, Communication, Distracted Driving, Speed Management, Space Management, Night Operation, Extreme Driving Conditions
- Advanced Operating Practices
  - Hazard Perception, Skid Control/Recovery, Jackknifing, and Other Emergencies, Railroad-Highway Grade Crossings
- Vehicle Systems and Reporting Malfunctions
  - Identification and Diagnosis of Malfunctions, Roadside Inspections, Maintenance
- Non-Driving Activities
  - Handling and Documenting Cargo, Environmental Compliance Issues, Hours-of-Service Requirements, Fatigue and Wellness Awareness, Post-Crash Procedures, External Communications, Whistleblower/Coercion, Trip Planning, Drugs/Alcohol, Medical Requirements
- Passenger Endorsement
  - Post-Crash Procedures
  - Other Emergency Procedures
  - Vehicle Orientation
  - Pre-Trip, Enroute, and Post-Trip Inspection
  - Fueling
  - Idling
  - Baggage and/or Cargo Management
  - Passenger Safety Awareness Briefing
  - Passenger Management
  - Americans With Disabilities Act (ADA) Compliance
  - Hours of Service (HOS) Requirements
  - Safety Belt Safety
  - Distracted Driving
  - Railroad (RR) Highway Grade Crossings and Drawbridges
  - Weigh Stations
  - Security and Crime
  - Roadside Inspections
  - Penalties and Fines

Classroom & Inspection Instruction

- In-depth study of Department of Transportation (DOT) safety rules and regulations
- Introduction to pre-trip and in-cab inspection including air brake testing
- Endorsements General Overview and Regulations
  - Double/Triples (T), Tanker (N), Hazardous Material (H), Tanker/Hazardous Material (X), Passenger Endorsement (P)
- Identifying truck & bus parts
- Space management
- Video presentations and discussion
- Map reading and log book training
- Trip planning and navigational skills
- Job search and referral sessions

Behind-the-Wheel Instruction

- Range -Class A (Tractor-Trailer)
  - Vehicle Inspection
  - Straight Line Backing
  - Alley Dock Backing
  - Off-Set Backing
  - Parallel Parking
  - Coupling and Uncoupling
- Public Road - Class A (Tractor-Trailer)
  - Vehicle Controls
  - Shifting/Transmission
  - Communications/Signaling
  - Visual Search
  - Speed and Space Management
  - Safe Driver Behavior
  - Hours-of-Service Requirements
  - Hazard Perception**
  - Railroad-Highway Grade Crossing**
  - Night Operation**
  - Extreme Driving Conditions**
  - Skid Control/Recovery, Jackknifing, and Other Emergencies**

- Range/Public Road - Passenger Endorsement (Bus)
    - Vehicle Orientation
    - Pre-Trip, Enroute, and Post-Trip Inspection
    - Baggage and/or Cargo Management
    - Passenger Safety Awareness Briefing
    - Passenger Management
    - Railroad-Highway Grade Crossings

Home Study
- Students are required to complete up to 3 hours of home study daily.

Test Prep (Post-completion)
- Evaluations and critiques from our team of instructors
- DMV CDL testing appointment (Includes up to 3 visits to DMV)

*Instructors use an assessment to determine the driver-trainee's proficiency for each unit of instruction. Driver-trainees must demonstrate their understanding of the material by achieving an overall minimum score of 80 percent on the theory assessment.

**These topics are discussed during public road training, but not necessarily performed. Driver-trainees are not required to demonstrate proficiency in these skills.

ATD Notice:
- **This outline is provided as an estimate of the hours allocated to the various aspects of training and may vary based on individual's needs and progress as determined by the program instructor in order to satisfactorily prepare students for DMV licensing exam. Students are expected to review class work and assigned job search projects outside of class.**
- **Class schedule may be altered or cancelled based on availability and scheduling of DMV appointments or mechanical issues with vehicles. These situations do not count against student's program hours.**

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $10,115.00

Program Completion Requirements & Certificate of Completion

Students must develop proficiency in the basic operation of the Commercial Motor Vehicle (CMV) to complete the program successfully. Proficiency is determined when the student is evaluated and demonstrates mastery of the basic control skills of the Commercial Motor Vehicle (CMV) per the minimum federal guidelines mandated by the Federal Motor Carrier Safety Administration (FMCSA). Upon successful completion of the program hours, students who have demonstrated the driving performance proficiency requirements become graduates of the program. Graduates will be evaluated for DMV test readiness and may be eligible to receive DMV testing support.

Successful program completion and eligibility for DMV testing support will be evidenced by the issuance of:
1. ELDT Theory, Behind-The-Wheel, & Passenger Endorsement training certifications submitted to the FMCSA,
2. DMV California Commercial Driver Behind The Wheel Training Certification (DL1236)
3. Certificate of Satisfactory Completion from ATD

by an instructor upon meeting the minimum proficiency standards as outlined in the Section, "Standards for Student Achievement".

Students who complete the program hours but have not developed proficiency per FMCSA standards will be issued:
1. DMV California Commercial Driver Behind The Wheel Training Certification (DL1236)
2. Certificate of Attendance/Hours Completed from ATD and will not be eligible for DMV testing.

All training shall be onsite only in its entirety.
WE DO NOT OFFER DISTANCE LEARNING AT THIS TIME FOR THIS TRAINING PROGRAM. (5, CCR §71810 (b)(11))

Program VI Upgrade B to A Up to 120 hours

Objective: *Training to upgrade from a Class B license to obtain a Class A license with air brakes and selected endorsements*
DOL/SOC # *53-3032 Heavy and Tractor-Trailer Truck Drivers*

Program VI includes but not limited to the following:

Online Entry Level Driver Training Theory Courses

- Basic Operation
  - Orientation, Control Systems/Dashboard, Pre-Trip Inspections and Post-Trip Inspections, Basic Control, Shifting/Operating Transmissions, Backing and Docking, Coupling and Uncoupling
- Safe Operating Procedures
  - Visual Search, Communication, Distracted Driving, Speed Management, Space Management, Night Operation, Extreme Driving Conditions
- Advanced Operating Practices
  - Hazard Perception, Skid Control/Recovery, Jackknifing, and Other Emergencies, Railroad-Highway Grade Crossings
- Vehicle Systems and Reporting Malfunctions
  - Identification and Diagnosis of Malfunctions, Roadside Inspections, Maintenance
- Non-Driving Activities
  - Hours-of-Service Requirements, Fatigue and Wellness Awareness

Classroom & Inspection Instruction

- In-depth study of Department of Transportation (DOT) safety rules and regulations
- Introduction to pre-trip and in-cab inspection including air brake testing
- Endorsements General Overview and Regulations
  - Double/Triples (T), Tanker (N), Hazardous Material (H), Tanker/Hazardous Material (X)
- Identifying truck parts
- Space management
- Video presentations and discussion
- Map reading and log book training
- Trip planning and navigational skills
- Job search and referral sessions

Behind-the-Wheel Instruction

- Range
  - Vehicle Inspection
  - Straight Line Backing
  - Alley Dock Backing
  - Off-Set Backing
  - Parallel Parking
  - Coupling and Uncoupling
- Public Road
  - Vehicle Controls
  - Shifting/Transmission
  - Communications/Signaling
  - Visual Search
  - Speed and Space Management
  - Safe Driver Behavior
  - Hours-of-Service Requirements
  - Hazard Perception**
  - Railroad-Highway Grade Crossing**
  - Night Operation**
  - Extreme Driving Conditions**
  - Skid Control/Recovery, Jackknifing, and Other Emergencies**

Home Study

- Students are required to complete up to 3 hours of home study daily.

Test Prep (Post-completion)

- Evaluations and critiques from our team of instructors
- DMV CDL testing appointment (Includes up to 2 visits to DMV)

ATD Notice:

- **This outline is provided as an estimate of the hours allocated to the various aspects of training and may vary based on individual's needs and progress as determined by the program instructor in order to satisfactorily prepare students for DMV licensing exam. Students are expected to review class work and assigned job search projects outside of class.**
- **Class schedule may be altered or cancelled based on availability and scheduling of DMV appointments or mechanical issues with vehicles. These situations do not count against student's program hours.**

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $6,115.00

Program Completion Requirements & Certificate of Completion

Students must develop proficiency in the basic operation of the Commercial Motor Vehicle (CMV) to complete the program successfully. Proficiency is determined when the student is evaluated and demonstrates mastery of the basic control skills of the Commercial Motor Vehicle (CMV) per the minimum federal guidelines mandated by the Federal Motor Carrier Safety Administration (FMCSA). Upon successful completion of the program hours, students who have demonstrated the driving performance proficiency requirements become graduates of the program. Graduates will be evaluated for DMV test readiness and may be eligible to receive DMV testing support.

Successful program completion and eligibility for DMV testing support will be evidenced by the issuance of:

1. ELDT Theory, Behind-The-Wheel, & Passenger Endorsement training certifications submitted to the FMCSA,
2. DMV California Commercial Driver Behind The Wheel Training Certification (DL1236)
3. Certificate of Satisfactory Completion from ATD

by an instructor upon meeting the minimum proficiency standards as outlined in the Section, "Standards for Student Achievement".

Students who complete the program hours but have not developed proficiency per FMCSA standards will be issued:

1. DMV California Commercial Driver Behind The Wheel Training Certification (DL1236)
2. Certificate of Attendance/Hours Completed from ATD and will not be eligible for DMV testing.

All training shall be onsite only in its entirety.

WE DO NOT OFFER DISTANCE LEARNING AT THIS TIME FOR THIS TRAINING PROGRAM. (5, CCR §71810 (b)(11))

Program VII Passenger Endorsement Up to 20 hours

Objective: *Training to obtain a passenger endorsement (requires enrollment in any Class B Program II or IX)*
DOL/SOC # *53-3032 Heavy and Tractor-Trailer Truck Drivers*
53-3021.00 - Bus Drivers, Transit and Intercity

Program VI includes but not limited to the following:

Online Entry Level Driver Training Theory Courses

- Passenger Endorsement
- Post-Crash Procedures
- Other Emergency Procedures
- Vehicle Orientation
- Pre-Trip, Enroute, and Post-Trip Inspection
- Fueling
- Idling
- Baggage and/or Cargo Management
- Passenger Safety Awareness Briefing
- Passenger Management
- Americans With Disabilities Act (ADA) Compliance
- Hours of Service (HOS) Requirements
- Safety Belt Safety
- Distracted Driving
- Railroad (RR) Highway Grade Crossings and Drawbridges
- Weigh Stations
- Security and Crime
- Roadside Inspections
- Penalties and Fines

Classroom & Inspection Instruction

- In-depth study of Department of Transportation (DOT) safety rules and regulations
- Endorsements General Overview and Regulations
  - Passenger Endorsement (P)
- Identifying bus parts
- Video presentations and discussion

Behind-the-Wheel Instruction

- Range/Public Road

  Passenger Endorsement (Bus)
  - Vehicle Orientation
  - Pre-Trip, Enroute, and Post-Trip Inspection
  - Baggage and/or Cargo Management
  - Passenger Safety Awareness
  - Briefing
  - Passenger Management
  - Railroad-Highway Grade Crossings

Home Study

- Students are required to complete up to 3 hours of home study daily.

Test Prep (Post-completion)

- Evaluations and critiques from our team of instructors
- DMV CDL testing appointment (Includes up to 2 visits to DMV with Program II or up to 3 visits with Program IX)

*Instructors use an assessment to determine the driver-trainee's proficiency for each unit of instruction. Driver-trainees must demonstrate their understanding of the material by achieving an overall minimum score of 80 percent on the theory assessment.

**These topics are discussed during public road training, but not necessarily performed. Driver-trainees are not required to demonstrate proficiency in these skills.

ATD Notice:

- **This outline is provided as an estimate of the hours allocated to the various aspects of training and may vary based on individual's needs and progress as determined by the program instructor in order to satisfactorily prepare students for DMV licensing exam. Students are expected to review class work and assigned job search projects outside of class.**
- **Class schedule may be altered or cancelled based on availability and scheduling of DMV appointments or mechanical issues with vehicles. These situations do not count against student's program hours.**

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $1,300.00

Program Completion Requirements & Certificate of Completion

Students must develop proficiency in the basic operation of the Commercial Motor Vehicle (CMV) to complete the program successfully. Proficiency is determined when the student is evaluated and demonstrates mastery of the basic control skills of the Commercial Motor Vehicle (CMV) per the minimum federal guidelines mandated by the Federal Motor Carrier Safety Administration (FMCSA). Upon successful completion of the program hours, students who have demonstrated the driving performance proficiency requirements become graduates of the program. Graduates will be evaluated for DMV test readiness and may be eligible to receive DMV testing support.

Successful program completion and eligibility for DMV testing support will be evidenced by the issuance of:

1. ELDT Theory, Behind-The-Wheel, & Passenger Endorsement training certifications submitted to the FMCSA,
2. DMV California Commercial Driver Behind The Wheel Training Certification (DL1236)
3. Certificate of Satisfactory Completion from ATD

by an instructor upon meeting the minimum proficiency standards as outlined in the Section, "Standards for Student Achievement".

Students who complete the program hours but have not developed proficiency per FMCSA standards will be issued:

1. DMV California Commercial Driver Behind The Wheel Training Certification (DL1236)
2. Certificate of Attendance/Hours Completed from ATD and will not be eligible for DMV testing.

All training shall be onsite only in its entirety.

WE DO NOT OFFER DISTANCE LEARNING AT THIS TIME FOR THIS TRAINING PROGRAM. (5, CCR §71810 (b)(11))

Program VIII Focused A/B Up to 40 hours

Objective: *Supplemental training to provide additional educational services on a specific area or areas of concern to develop proficiency for successful completion of a concurrently enrolled full course program or successful licensure.*

Program VIII may include training in any one or more of the following topics where proficiency has not been achieved in a full course training program:

Online Entry Level Driver Training Theory Courses

- Basic Operation
  - Orientation, Control Systems/Dashboard, Pre-Trip Inspections and Post-Trip Inspections, Basic Control, Shifting/Operating Transmissions, Backing and Docking, Coupling and Uncoupling
- Safe Operating Procedures
  - Visual Search, Communication, Distracted Driving, Speed Management, Space Management, Night Operation, Extreme Driving Conditions
- Advanced Operating Practices
  - Hazard Perception, Skid Control/Recovery, Jackknifing, and Other Emergencies, Railroad-Highway Grade Crossings
- Vehicle Systems and Reporting Malfunctions
  - Identification and Diagnosis of Malfunctions, Roadside Inspections, Maintenance
- Non-Driving Activities
  - Handling and Documenting Cargo, Environmental Compliance Issues, Hours-of-Service Requirements, Fatigue and Wellness Awareness, Post-Crash Procedures, External Communications, Whistleblower/Coercion, Trip Planning, Drugs/Alcohol, Medical Requirements

Classroom & Inspection Instruction

- In-depth study of Department of Transportation (DOT) safety rules and regulations
- Introduction to pre-trip and in-cab inspection including air brake testing
- Endorsements General Overview and Regulations
  - Double/Triples (T), Tanker (N), Hazardous Material (H), Tanker/Hazardous Material (X)
- Identifying truck parts
- Space management
- Video presentations and discussion
- Map reading and log book training
- Trip planning and navigational skills
- Job search and referral sessions

Behind-the-Wheel Instruction

- Range
  - Vehicle Inspection
  - Straight Line Backing
  - Alley Dock Backing
  - Off-Set Backing
  - Parallel Parking
  - Coupling and Uncoupling
- Public Road
  - Vehicle Controls
  - Shifting/Transmission
  - Communications/Signaling
  - Visual Search
  - Speed and Space Management
  - Safe Driver Behavior
  - Hours-of-Service Requirements
  - Hazard Perception**
  - Railroad-Highway Grade Crossing**
  - Night Operation**
  - Extreme Driving Conditions**
  - Skid Control/Recovery, Jackknifing, and Other Emergencies**

Home Study

- Students are required to complete up to 3 hours of home study daily.

Test Prep (Post-completion)

- Evaluations and critiques from our team of instructors
- DMV CDL testing appointment (Includes up to 1 additional visit to DMV)

ATD Notice:

- **This outline is provided as an estimate of the hours allocated to the various aspects of training and may vary based on individual's needs and progress as determined by the program instructor in order to satisfactorily prepare students for DMV licensing exam. Students are expected to review class work and assigned job search projects outside of class.**
- **Class schedule may be altered or cancelled based on availability and scheduling of DMV appointments or mechanical issues with vehicles. These situations do not count against student's program hours.**

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $2,550.00

Program Completion Requirements & Certificate of Completion

Students must develop proficiency in the basic operation of the Commercial Motor Vehicle (CMV) to complete the program successfully. Proficiency is determined when the student is evaluated and demonstrates mastery of the basic control skills of the Commercial Motor Vehicle (CMV) per the minimum federal guidelines mandated by the Federal Motor Carrier Safety Administration (FMCSA). Upon successful completion of the program hours, students who have demonstrated the driving performance proficiency requirements become graduates of the program. Graduates will be evaluated for DMV test readiness and may be eligible to receive DMV testing support.

Successful program completion and eligibility for DMV testing support will be evidenced by the issuance of:

4. ELDT Theory, Behind-The-Wheel, & Passenger Endorsement training certifications submitted to the FMCSA,
5. DMV California Commercial Driver Behind The Wheel Training Certification (DL1236)
6. Certificate of Satisfactory Completion from ATD

by an instructor upon meeting the minimum proficiency standards as outlined in the Section, "Standards for Student Achievement".

Students who complete the program hours but have not developed proficiency per FMCSA standards will be issued:

3. DMV California Commercial Driver Behind The Wheel Training Certification (DL1236)
4. Certificate of Attendance/Hours Completed from ATD and will not be eligible for DMV testing.

All training shall be onsite only in its entirety.

WE DO NOT OFFER DISTANCE LEARNING AT THIS TIME FOR THIS TRAINING PROGRAM. (5, CCR §71810 (b)(11))

Program IX Enhanced Class A or B CDL Up to 210 hours

Objective:	*Training to obtain a Class A license with air brakes and or Class B license with a passenger endorsement. This program is an extended course for students with special needs and need more individualized training.*
DOL/SOC #	*53-3032 Heavy and Tractor-Trailer Truck Drivers* *53-3021.00 - Bus Drivers, Transit and Intercity*

Program IX includes but not limited to the following:

Online Entry Level Driver Training Theory Courses

- Basic Operation
  - Orientation, Control Systems/Dashboard, Pre-Trip Inspections and Post-Trip Inspections, Basic Control, Shifting/Operating Transmissions, Backing and Docking, Coupling and Uncoupling
- Safe Operating Procedures
  - Visual Search, Communication, Distracted Driving, Speed Management, Space Management, Night Operation, Extreme Driving Conditions
- Advanced Operating Practices
  - Hazard Perception, Skid Control/Recovery, Jackknifing, and Other Emergencies, Railroad-Highway Grade Crossings
- Vehicle Systems and Reporting Malfunctions
  - Identification and Diagnosis of Malfunctions, Roadside Inspections, Maintenance
- Non-Driving Activities
  - Handling and Documenting Cargo, Environmental Compliance Issues, Hours-of-Service Requirements, Fatigue and Wellness Awareness, Post-Crash Procedures, External Communications, Whistleblower/Coercion, Trip Planning, Drugs/Alcohol, Medical Requirements

Classroom & Inspection Instruction

- In-depth study of Department of Transportation (DOT) safety rules and regulations
- Introduction to pre-trip and in-cab inspection including air brake testing
- Endorsements General Overview and Regulations
  - Double/Triples (T), Tanker (N), Hazardous Material (H), Tanker/Hazardous Material (X)
- Identifying truck parts
- Space management
- Video presentations and discussion
- Map reading and log book training
- Trip planning and navigational skills
- Job search and referral sessions

Behind-the-Wheel Instruction

- Range
  - Vehicle Inspection
  - Straight Line Backing
  - Alley Dock Backing
  - Off-Set Backing
  - Parallel Parking
  - Coupling and Uncoupling
- Public Road
  - Vehicle Controls
  - Shifting/Transmission
  - Communications/Signaling
  - Visual Search
  - Speed and Space Management
  - Safe Driver Behavior
  - Hours-of-Service Requirements
  - Hazard Perception**
  - Railroad-Highway Grade Crossing**
  - Night Operation**
  - Extreme Driving Conditions**
  - Skid Control/Recovery, Jackknifing, and Other Emergencies**

Home Study

- Students are required to complete up to 3 hours of home study daily.

Test Prep (Post-completion)

- Evaluations and critiques from our team of instructors
- DMV CDL testing appointments

*Instructors use an assessment to determine the driver-trainee's proficiency for each unit of instruction. Driver-trainees must demonstrate their understanding of the material by achieving an overall minimum score of 80 percent on the theory assessment.

**These topics are discussed during public road training, but not necessarily performed. Driver-trainees are not required to demonstrate proficiency in these skills.

ATD Notice:

- **This outline is provided as an estimate of the hours allocated to the various aspects of training and may vary based on individual's needs and progress as determined by the program instructor expected in order to satisfactorily prepare students for DMV licensing exam. Students are to review class work and assigned job search projects outside of class.**
- **Class schedule may be altered or cancelled based on availability and scheduling of DMV appointments or mechanical issues with vehicles. These situations do not count against student's program hours.**

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $9,365.00

Program Completion Requirements & Certificate of Completion

Students must develop proficiency in the basic operation of the Commercial Motor Vehicle (CMV) to complete the program successfully. Proficiency is determined when the student is evaluated and demonstrates mastery of the basic control skills of the Commercial Motor Vehicle (CMV) per the minimum federal guidelines mandated by the Federal Motor Carrier Safety Administration (FMCSA). Upon successful completion of the program hours, students who have demonstrated the driving performance proficiency requirements become graduates of the program. Graduates will be evaluated for DMV test readiness and may be eligible to receive DMV testing support.

Successful program completion and eligibility for DMV testing support will be evidenced by the issuance of:

1. ELDT Theory & Behind-The-Wheel Training certifications submitted to the FMCSA,
2. DMV California Commercial Driver Behind The Wheel Training Certification (DL1236)
3. Certificate of Satisfactory Completion from ATD

by an instructor upon meeting the minimum proficiency standards as outlined in the Section, "Standards for Student Achievement".

Students who complete the program hours but have not developed proficiency per FMCSA standards will be issued:

1. DMV California Commercial Driver Behind The Wheel Training Certification (DL1236)
2. Certificate of Attendance/Hours Completed from ATD and will not be eligible for DMV testing.

All training shall be onsite only in its entirety.

WE DO NOT OFFER DISTANCE LEARNING AT THIS TIME FOR THIS TRAINING PROGRAM. (5, CCR §71810 (b)(11))

Program X Hazardous Materials Endorsement Up to 8 hours

Objective:	*Training to obtain a hazardous materials endorsement (requires enrollment in a related ELDT driver training program for the class of license desired)*
DOL/SOC #	*53-3032 Heavy and Tractor-Trailer Truck Drivers* *53-3021.00 - Bus Drivers, Transit and Intercity*

Program X includes but not limited to the following:

Online Entry Level Driver Training Theory Courses

- Basic Introductory HM Requirements
- Operational HM Requirements
- Reporting HM Crashes and Releases
- Tunnels and Railroad (RR)-Highway Grade Crossing Requirements
- Loading and Unloading HM
- HM on Passenger Vehicles
- Bulk Packages
- Operating Emergency Equipment
- Emergency Response Procedures
- Engine (Fueling)
- Tire Checks
- Routes and Route Planning
- Hazardous Materials Safety Permits (HMSP)

Classroom & Inspection Instruction

- Endorsements General Overview and Regulations
  - Hazardous Material (H)
- Video presentations and discussion

Home Study

- Students are required to complete up to 3 hours of home study daily.

ATD Notice:

- **The above outline is provided as an estimate of the hours allocated to the various aspects of training and may vary based on individual's needs and progress as determined by the program instructor in order to satisfactorily prepare students for DMV licensing exam. Students are expected to review class work and assigned job search projects outside of class.**
- **Class schedule may be altered or cancelled based on availability and scheduling of DMV appointments or mechanical issues with vehicles. These situations do not count against student's program hours.**

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $400.00

Program Completion Requirements & Certificate of Completion

Students must develop proficiency in the basic operation of the Commercial Motor Vehicle (CMV) to complete the program successfully. Proficiency is determined when the student is evaluated and demonstrates mastery of the basic control skills of the Commercial Motor Vehicle (CMV) per the minimum federal guidelines mandated by the Federal Motor Carrier Safety Administration (FMCSA). Upon successful completion of the program hours, students who have demonstrated the driving performance proficiency requirements become graduates of the program. Graduates will be evaluated for DMV test readiness and may be eligible to receive DMV testing support.

Successful program completion and eligibility for DMV testing support will be evidenced by the issuance of:

1. ELDT Theory, HM training certification submitted to the FMCSA,
2. Certificate of Satisfactory Completion from ATD

by an instructor upon meeting the minimum proficiency standards as outlined in the Section, "Standards for Student Achievement".

Students who complete the program hours but have not developed proficiency per FMCSA standards will be issued:

1. DMV California Commercial Driver Behind The Wheel Training Certification (DL1236)
2. Certificate of Attendance/Hours Completed from ATD and will not be eligible for DMV testing.

All training shall be onsite only in its entirety.

WE DO NOT OFFER DISTANCE LEARNING AT THIS TIME FOR THIS TRAINING PROGRAM. (5, CCR §71810 (b)(11))

Testing Services Requirements (Post-Completion)

DMV testing support consists of ATD scheduling a DMV test appointment at a local DMV Commercial Driving Test Office, provide access to the vehicle to be utilized for testing and an instructor will accompany graduate for the licensing exam to serve as the CDL holder. A DMV CDL Licensing Examination will only be scheduled upon successful completion and a DMV readiness evaluation. Graduates opting to take the DMV CDL Skills Test (licensing exam) must test on the following General Skills Tests:

(a) Vehicle Inspection test – Demonstrate knowledge of how the specific features and equipment on the test vehicle should be checked. You will be tested to see if you know whether your vehicle is safe to drive.
(b) Basic Control Skills test – You will be tested on your skill to control the vehicle. Perform various skills that test your control and ability to maneuver the vehicle
(c) Road test – You will be tested on your skill to safely driver your vehicle in a variety of traffic situations on a DMV specified route.

DMV requires that California residents applying for an original Commercial Driver's License (CDL) Class A or B must complete a minimum of 15 hours of behind-the-wheel training prior to the issuance of a CDL. ATD will submit the California Commercial Driver Behind The Wheel Training Certification (DL 1236) form to the DMV on the graduates' behalf. Upon passing DMV licensing requirements, students receive an Interim Commercial Driver License. The DMV will mail a hard copy of the CDL within 60 days. Knowledge and vision tests may be required for renewals.

ATD Notice:

DMV APPOINTMENT UPON COMPLETION:

- ATD charges $350 per drive test appointment. The first test appointment fee is waived for graduates who complete the program hours and satisfy proficiency standards. ATD will support a maximum of 3 test appointments. Additional appointments may require a new permit and additional hours. If more than 20 hours are required to obtain proficiency to receive DMV testing support, you will be required to enroll for a separate program or repeat the class.

NUMBER OF ATTEMPTS:

- DMV allows a total of 3 attempts to pass the vehicle inspection, basic control skills, and road tests.
- A retest fee is charged for each additional basic controls skill test and road test. You are responsible for payment of all retest fees.

POSTPONEMENTS/RESCHEDULING/CANCELLATIONS:

- If ATD supports a test appointment and DMV postpones your test due to a vehicle failure during testing, you will not be charged for the visit. Same day rescheduled visits for all other postponements will be charged at the ATD DMV Drive Test rate of $350.00 per visit.
- If we book your DMV test appointment and you need to reschedule, you may do so. The charge for rescheduling or cancelling your DMV test is $50.00.
- If you do not show up on the day of the testing and did not reschedule in advance, you will be charged for the full amount of the DMV test appointment.

TESTING VEHICLES:

- If you test in a manual transmission vehicle, your license will be unrestricted for any type of transmission.
- If you test in an automatic, autoshift, or automated manual transmission (AMT) vehicle, your license will be restricted to operation of automatic transmission vehicles.

CONDUCT:

You are representing ATD when you use our vehicles to test. You will be expected to treat DMV officials with the upmost respect. If you have a testing issue, calmly bring up the issue to your instructor for guidance. If you are not able to obtain an immediate resolution, do not argue with the examiner or DMV staff. Inform the office immediately of your concern. ATD will not support a retest appointment for students who do not conduct themselves professionally when dealing with DMV officials.

Career Development & Job Referral Centers

We assist all of our students with enhancement of job readiness skills and job search assistance including resume writing and on-line links to employment referrals. We regularly host Career Days with employers. We also maintain an employer hiring short list. Additionally, we routinely receive notices of employment opportunities from our collaborative partners and from resources in the trucking industries, local employers, government agencies and community based organizations. Students have access to tablets, laptops, or desktop computers to create, update and distribute resumes and applications. Resume review and recommendation services are also available to the students by appointment only and on a first come first serve basis by the job developer(s). For further information, please visit our website or Career Development & Job Referral Center at either school site.

Placement Services

We provide each graduate with lifetime employment placement assistance. We cannot guarantee employment but have partnership agreements with several major transportation companies in the United States to provide employment for qualified graduates as needed. Upon graduation we will assist each student to fill out employment applications for the employers of their choice as well as provide unbiased information regarding any of the companies that have agreed to accept our graduating students. At any time the graduate can return back to Academy of Truck Driving for employment assistance as long as they have not committed any of the following acts to include but not limited to:

- Felony acts within 10 yrs.
- Misdemeanor within 5 yrs.
- Fatal collision
- DUI within 7 yrs.
- Employment abandonment
- Vehicle abandonment

Employment & Wage Statistics

	S.F.- Oakland-Hayward		California Statistics		National Statistics	
	Trucking 53-303	**Bus Driver** 53-3021	**Trucking** 53-303	**Bus Driver** 53-3021	**Trucking** 53-303	**Bus Driver** 53-3021
Employment	**13,340**	**9,010**	**146,730**	**30,750**	1,856,130	179,510
Hourly Average	**24.73**	**28.30**	**23.29**	**24.86**	22.52	22.03
Annual Average	**51,440**	**58,860**	**48,450**	**51,700**	46,850	45,830

*Employment Statistics retrieved from O*NET Online www.onetonline.org and Bureau of Labor Statistics www.bls.gov 4/15/20

Projected Industry Statistics

PROJECTED JOBS	*SOC Code	Employment 2018	Projected Employment 2028	Change Numbers	2018-28 %
Bus drivers, transit and intercity	53-3021	183,800	195,100	11,300	6.1
Truck drivers, heavy and tractor-trailer	53-3032	1,958,800	2,058,500	99,700	5.1
Truck drivers,light truck and delivery services	53-3033	1,001,300	1,045,100	43,800	4.4

* SOC –Standard Occupational Classification
** Statistics retrieved from the Bureau of Labor Statistics www.bls.gov. 4/15/20

Career Direction Opportunities

Class A Careers

DOL SOC Code: 53-3032 Heavy and Tractor-Trailer Truck Drivers

Furniture Movers
Tanker Transportation
Heavy Equipment Movers
Grocery Store Delivery Drivers
Boat Transporters
Tow Truck Driver
Crane Operators

Auto Transporter
Hazardous Material
Produce Delivery
Beverage Delivery Drivers
Supply Delivery
Fuel Tank Driver
Roofing Tile Delivery

Flat Bed Delivery
Construction Dump Truck
Milk Trucks
Home Transporters
Driver Trainer
Logging material mover
Asphalt Delivery

Class B Careers

DOL SOC Code 53-3032 Heavy and Tractor-Trailer Truck Drivers
53-3021.00 - Bus Drivers, Transit and Intercity

Cement Truck Driver
Construction Bobtail Driver
City and County Bus Driver
Dairy Trucks
Tow Truck Driver
Asphalt drivers

School Bus Driver
Waste Management Driver
Limousine Driver
Driver Trainer
Railway Movers Bottled
Flat Bed

Charter Bus Driver
Fire Engine
Airport Shuttle
CalTrans
Water Delivery Drivers
Garden Material Drivers

Employers of ATD Students

The list does not constitute an agreement or commitment of employment but companies that have hired previous graduates

Institutional Policies

The Student Enrollment Agreement and Student Program Agreement must be signed and payment submitted or a funding commitment identified prior to attendance in training sessions.

Rules & Regulations

Student Responsibilities/Terms:

Academy of Truck Driving wants to remind each student they are in a professional training environment and are expected to act accordingly at school and in the community. Any student who is consistently uncooperative or insubordinate with the instructors will be advised to change their unprofessional conduct. If the student's conduct does not improve, the student may be dismissed from school or rescheduled for a later training class. The student will be informed at the time of dismissal if the same condition exists when the student returns for the next class, the student will be dismissed permanently.

- Be on time and ready to learn. You must arrive on time for each class.
- You must be engaged in and actively participate in the training program at all times, demonstrate diligence and practice positive learning habits. Lack of effort will be reported to your counselor (if applicable) and training may be terminated.
- You are expected to study during non-class hours. Homework may be assigned daily and you are expected to complete assignments in order to participate on skills and drives. If your progress is unsatisfactory and the instructor determines you need to study more to participate, you may be required to remain in classroom, stay after class, or arrive early to class to study. Your training may also be placed on hold and a new schedule may be provided.
- Students are responsible for the proper operation and care of the vehicles and equipment provided for the student's use. You must comply with all directives given by the instructors, listening and following instructions explicitly.
- You must never force the gears, roughly accelerate nor carelessly or willfully damage the training vehicles.
- Training may be terminated if you cause damage to the training equipment and you will forfeit the Equipment Damage Deposit fee. You may also be responsible for the repair costs in excess of the Equipment Damage Deposit collected.
- Every student is expected to always be safety minded. Cell phone use is not permitted while in classroom, in vehicle's driver seat, or training areas.
- Daily personal hygiene and cleanliness is a must when training alongside other students in enclosed spaces. You may be refused training when you do not meet good personal hygiene standards such as solid hands or clothes, or poor bodily odor.
- Dress appropriately. Tank tops/halter-tops, bare chests, or other revealing clothing are not permitted. Sandals, high heels or other open toe shoes are not permitted. Suggested attire for class is jeans, t-shirts, sweatshirts, and comfortable work shoes. Loose fitting or excessively tight fitting clothing or accessories are not allowed. You may wear a hat in the yard and in the classroom at the instructors' discretion; however, you may not wear it in such a way that it covers your eyes.
- Keep vehicles clean. Part of being a professional driver is maintaining a clean working environment. You will be required to participate with the cleaning of the commercial vehicles as part of best practices and team building exercises. You may not eat in the vehicles, but you may have water with you when inside the vehicle. Keep classrooms and training areas clean. Please put all cups, papers, etc., in the trashcans.
- If you smoke, you must smoke outside of the building at least 20 feet away downwind and away from any windows, doors, staff and other students. Place your cigarette butts in designated trash receptacles located outside the offices; not on the ground. No smoking during class or training sessions.
- There is to be no fraternizing with instructors or other staff while currently enrolled as a student.

Grounds for Immediate Dismissal Include:
Student behavior that is uncharacteristic, unbecoming and certainly volatile of normal conduct can result in immediate termination from the program. If the school administration determines a student to be UNSAFE in the operation of a vehicle, the student may be suspended for a period designated by the school director. UNSAFE is defined as: the inability to control, maneuver or stop the equipment he or she is operating to the extent that such ineptitude would place the student, other students, instructors or the general public at risk. Any Student may be permanently dismissed from Academy of Truck Driving for any one of the following:

- Failure to obey traffic laws or involvement in a preventable accident
- Abuse of commercial vehicles causing damage, including causing excessive wear and tear on shifting components
- Refusing to follow instructor's directions
- Refusing to participate in scheduled program activities (i.e. inspections, skills or drives)
- Failure to maintain satisfactory progress, lack of progress and/or consistent poor performance
- Failure to maintain driver qualification documentation up to date
- Lack of attendance, repeated tardiness and/or excessive absences (excused or unexcused)
- Being under the influence of alcohol and/or drugs, including verified positive DOT drug tests or behavior related to alcohol or drug use
- Starting and/or operating commercial vehicle without authorization or leaving the training site without an instructor in the vehicle
- Smoking in unauthorized areas/classroom, training areas and in or around CMV and other students
- Physical conflict with students, staff and/or instructors or other behavioral problems
- Behavior towards another student, staff member, employer or agency partner that could be interpreted as sexual harassment; whether from physical, verbal, or non-verbal conduct.
- Disruptive behavior and/or a lack of common courtesy and respect for the instructor and/or his/her fellow students
- Theft of school property or from other students
- Possession of weapons/firearms on school property

Standards for Student Achievement (Program Completion Requirements & Certificate of Completion Policies):
Satisfactory drills and driving progress must be performed consistently and all tests and assignments must be completed and turned in on time. Learning media, checklists and written assessments are used by instructors to determine driver-trainees' proficiency in the knowledge objectives in the theory portion of each unit of instruction. Instructors evaluate and document that the student has demonstrated proficiency in all elements of the BTW curriculum. Instructors will document the total number of clock hours each student spends to complete the BTW curriculum.

The student must meet the following conditions to be certified as proficient:
- Students must receive an overall minimum score of 80 percent on theory assessments
- Answer correctly at least 80 percent of the questions on each knowledge test; and
- Demonstrate that he/she can successfully perform all of the skills required by the FMCSA ELDT minimum requirements.

Each student will be considered a graduate of the enrolled program and receive a certificate of completion upon:
- demonstrating proficiency in all elements of the Theory and BTW curriculum,
- successfully passing in-house DMV trial testing at least three (3) times, along with and with instructor evaluation determining you are ready to test at DMV.
- completing at least 60% of the scheduled program hours, including a minimum of 15 hours of BTW, 10 hours of which are on a Public road

The school may find it necessary to give additional training time to the student become proficient. If a student does not pass a final examination, the school will provide up to twelve (12) hours of additional remedial training at no additional tuition cost. This training will be scheduled in a future group makeup session. The school will provide the student with at least two (2) different date options for their makeup session. The student agrees to make reasonable efforts to attend one of the offered sessions. These sessions must be completed within sixty (60) days of the student's last attended class date. This 60-day period will be paused if the school is unable to offer two session options within that timeframe. If, after completing the 12 hours of no-cost remedial training, the student has not yet passed the final examinations, the student will not be required to repeat the entire course. Instead, the student may purchase additional one-on-one "Focused Training" at the school's standard program rate, as published in the current tuition schedule. The school reserves the right to provide additional training or make-up sessions as necessary to meet certification requirements or remedy training concerns, provided the scheduling is mutually agreed upon with the student.

Students who are unable to demonstrate satisfactory progress in shifting skill will be provided an opportunity to transition to an automatic vehicle as a condition to continue training program in lieu of a withdrawal. If the student does not agree to this change, the student may be immediately withdrawn for failure to maintain satisfactory progress.

Manual Vehicle Training Policy:

1. Manual Shifting Assessment: A student's progress in manual shifting will be formally assessed by a lead instructor after the student has completed a minimum of three (3) behind-the-wheel shifting sessions.

2. Remedial Action Plan: If a student is not demonstrating satisfactory progress at the assessment (defined as the ability to safely and consistently shift through all gears), but is not determined to be an immediate risk to the equipment, the instructor will provide the student with a written Remedial Action Plan. This plan will document specific areas for improvement and will include up to four (4) additional hours of focused shifting training at no additional tuition cost. After this remedial training, the student will proceed to a "Final Assessment" (Section 4).

3. Vehicle Safety & Immediate Review: Training cannot continue if a student, despite being provided with proper instruction and techniques, is unable to properly shift in a manner that does not cause or risk significant damage to the transmission. If an instructor determines this to be the case, the remedial action plan (Section 2) will be bypassed, and the student will proceed directly to the "Final Assessment & Options" (Section 4) to prevent equipment damage.

4. Final Assessment & Options: After either the remedial training is complete (per Section 2) or an immediate review is triggered (per Section 3), the student will be formally re-assessed. If the student is still unable to demonstrate satisfactory and safe progress, the student will be given the following two options in writing:

a) Transition to Automatic Program: The student may elect to transition to the Automatic Vehicle training program to complete the course. The student will be counseled that this will result in a certification with an "E" (automatic only) restriction. There will be no adjustment or refund to the tuition cost for this transition.

b) Voluntary Withdrawal: The student may elect to voluntarily withdraw from the program. The withdrawal will be processed according to the school's standard "Refund and Withdrawal Policy," which may entitle the student to a partial refund based on program completion.

5. Failure to Elect: If, after being presented with the options in Section 4, the student refuses to either transition to the automatic program or voluntarily withdraw, the student will be administratively withdrawn for "Failure to Maintain Satisfactory Progress." This withdrawal will be processed according to the standard "Refund and Withdrawal Policy."

Grading Policy

Academy of Truck Driving's programs are a PASS or FAIL grading system. This grading method fits a primarily physical skills training program better than the traditional letter or number grade system. We want our students to attain skilled entry level operational skills more than we want them competing with each other to receive an A or B etc. During training Instructors will measure and grade daily progress of the student by observing daily operational skills and evaluating homework assignments, quizzes and examinations. If the student is lacking in daily satisfactory progress in the instructor's view then the student will be counseled or tutored in the area in which he/she needs improvement and then given the opportunity to improve via remedial training. The PASS or FAIL grading system mirrors our core training belief, operating huge equipment is either done in a safe and professional manner or it is not. This system allows the graduate's employment search to be based on their own personal skill levels obtained versus becoming a victim of employment grade competition.

Attendance Policy:

Students are expected to attend all classes as scheduled. In the event of a planned absence, the instructor and the administrative office must be notified in advance. Students are asked to call in when they are absent, and treat training as if they were on the job. A student attending a full course program with three (3) absences or a condensed program with two (2) absences, will be considered to have unsatisfactory attendance and will be placed on probation. All absences count toward total program hours. Partial attended days, class cuts, walk-offs, excused and unexcused absences will be counted as a full day of attendance. If you have a family or medical emergency, a "leave of absence" may be granted. See "Leave of Absence Procedure". Any student absent for three (3) consecutive days of class without taking a leave of absence or notifying the office in writing will be placed on probation and may be subject to termination.

ATD Notice: Make-up classes may be scheduled by the School Director, administrators, or instructors for excused absences only. Your time should start according to schedule. By being late, you will lose driving or classroom time. If for any reason you are going to be late or absent, please call the office and let us know.

Leave of Absence Procedure:

In the event of a family or medical emergency, you may request a "leave of absence" for a period not to exceed 30 days. Students must request the leave of absence in writing, signed and dated, prior to the leave of absence unless unforeseen circumstances prevent the student from doing so. If that is the case, the circumstances must be documented. Documentation supporting the request should be submitted concurrently with the request. The School Director and Faculty will meet to discuss the terms of the leave of absence and make a determination for approval or denial. If a student is unable to return from on a leave of absence within thirty (30) school days, he/she will be dismissed/dropped. One LOA is granted per student in a twelve (12) month period. If a student requesting a leave of absence did not make satisfactory progress prior to the leave or has not maintained a satisfactory level of progress, as a condition for approval or return, it may be required to complete additional hours of training before resuming.

Submit leave of absence requests to the School Director via fax to (510) 663-9030, by email to enrollment@aCDLtruckdriver.com, or by letter sent via registered mail or delivered in person to Academy of Truck Driving, Attn: School Director, 2585 Buna Street, Bldg. 99, Oakland, CA 94607. If granted, you may be allowed to be readmitted into the same or another session (for the same program) and pick up exactly where you left off.

ATD Notice: A leave of absence cannot be approved if it is not submitted in writing. If you stop attending class without submitting a leave of absence in writing, absences without an approved leave are subject to the attendance policy and you may be withdrawn.

Re-Enrollment Policy

Re-Enrollment or Re-Start to the training program will be determined under the following regulations and policies.

- Student successfully completes a re-entrance exam. This exam allows the school to see that student is able to re-enter his/her training course at the correct training level.
- Evidence is shown to the School Director's satisfaction that the cause of the interruption has been rectified.
- Prior student conduct will be evaluated for safety, adherence to all policies, and instructor determination.

Attendance Probation Policy:

Academy of Truck Driving may place students on probation if they fail to demonstrate satisfactory attendance as outlined above. The instructor or Admissions & Records Officer informs the students of this situation in writing. The instructor will work with the students to create a plan for improvement and the students will remain on probation until the next evaluation period (usually two weeks), unless the students' attendance becomes satisfactory prior to the subsequent evaluation phase. The school removes the students from their probationary status when the students have successfully met the requirements as stated in the Attendance Policy. The instructor or Admissions & Records Officer will log all probation decisions in the student file. Students will be terminated if they are unable to demonstrate improvement within the probationary period. All withdrawals/terminations are subject to review by the School Director.

Academic Probation Policy:

When an evaluation warrants probation, advising takes place and a report outlining the terms of probation is placed in the student's file. The length of the probation period is a two-week period. During this time, if the student has made satisfactory progress, the probationary status will be dropped. A minimum overall grade point average of 80% on written examinations, daily graded examinations and a PASS status on all skill tests on equipment is required for graduation. Any student who fails to meet the minimum required cumulative grade point average at the end of each week will be deemed not to be making satisfactory progress. If a student fails to make satisfactory progress during the probationary period, he or she will be terminated from the program.

General Notices:

- Make-up classes will be scheduled by the School Director or administrators for excused absences only. Your time should start according to schedule. By being late, you will lose driving or classroom time. If for any reason you are going to be late or absent, please call the office and let us know.
- There is to be no fraternizing with instructors or other staff while currently enrolled as a student.

Drug Testing & FMCSA Clearinghouse Requirements:

In order to comply with the Federal Motor Carrier Safety regulations, 49 CFR Part 40, 49 CFR Part 382, and other applicable statutes governing commercial drivers, ATD has a Drug and Alcohol Policy, drug testing and reporting requirements.

Drug and Alcohol Policy:

The Drug and Alcohol Policy is published on the school's website and is incorporated herein by reference. All prospective students must submit to a controlled substances test involving collection of a urine sample that will be tested for the following: marijuana, cocaine, opiates, amphetamines, and phencyclidines (PCP). The test is commonly referred to as 5-panel NIDA Screening. Should you test positive for use of controlled substances, you will not be medically qualified to operate a commercial vehicle. You will be given a reasonable opportunity to confer with the delegated medical review officer before any positive results are reported to ATD. The result of the drug test will be maintained by the medical review officer, who will report to the school whether the test result was negative or positive. The medical review officer, or school, may also release the results to the examining physician in connection with the required DOT physical examination.

Clearinghouse:

You are enrolling in an independent CDL Training Program that is not affiliated with or operated by an employer (i.e., the student driver pays to attend). According to FMCSA, a student driver is considered self-employed. After obtaining a commercial learner's permit (CLP), student drivers enrolled in commercial driver's license (CDL) training programs are subject to FMCSA's drug and alcohol program requirements in 49 CFR part 382. As a student you are required to:

- Register in the Clearinghouse-
  Student drivers must also designate a C/TPA in the Clearinghouse. Contact the C/TPA prior to sending this designation request.

- Purchase a Query Plan –
  Purchasing a query plan is required to conduct queries.
  Note: C/TPAs cannot purchase a query plan on behalf of student drivers.

- Conduct/Consent To Pre-Employment Query In The Clearinghouse –
  Once a student driver obtains their CLP, the student driver, or their designated C/TPA, must conduct a pre-employment query to ensure the student driver is not prohibited.

- Take Required Drug Tests -
  The designated C/TPA will direct the student driver to appear for a pre-employment drug test and any applicable random drug tests.
  Note: Once a student driver has successfully completed the CDL training program and been issued a CDL, they must update their role in the Clearinghouse.

Career Services:

Placement assistance is provided. However, it is understood that Academy of Truck Driving does not and cannot promise or guarantee employment or level of income or wage rate to any Student or Graduate. Students can elect to participate in the following placement assistance activities:

1) Preparation of resumes and cover letters;
2) Interviewing techniques;
3) Job referrals.

The Career Center compiles job openings from employers in the area. Participation in the job assistance program includes students actively developing their own leads from the direction provided by the School. Graduates may continue to utilize the Academy's placement assistance program at no additional cost. Students must provide reasonable justification for denying job opportunities that are matched and referred to them. Graduates are required to update ATD of the following hiring details upon employment: employer name, position, start date and salary for compliance tracking purposes.

Instruction Languages

ATD does not recruit or intend to recruit in a language other than English or admit students from other countries. Students must be able to understand the terms and conditions of the enrollment agreement, disclosures and statements in the English language as well understand highway traffic signs and signals, communicate with the general public, traffic safety officers, border patrol, agricultural checkpoints, cargo weight-limit station personnel, respond to official inquiries, provide feedback and directions in English, and make entries on reports and records as required by the Federal Motor Carrier Safety Regulations. The English proficiency can be satisfied with the following documentation: 1) High School Diploma, GED, or equivalent or 2) official minimum score of Test of English as a Foreign Language (TOEFL), successfully passing the DMV CLP Exam, and demonstrating the ability to converse with an instructor without the need of an interpreter.

Instruction and curriculum material is only offered in English. ATD does not provide any interpreter and no modification of the training programs will be made to accommodate any other language. ATD does not provide English language services.

VISA Services

We currently do not accept students that are in the United States on a VISA. We do not provide visa services and will not vouch for any students' status.

Transfer Students/Transferability of Credits from Another Institution

Academy of Truck Driving does not accept transfer of credits from another institution. We currently do not have a transfer or articulation agreement with any other institution.

Experiential Credit/Assessment Policy

This school does not issue credit for prior experiential learning. We do not have an appeal process.

Financing Programs, Grants and Scholarships

There are several public financing options available as well as grants and scholarships for those who qualify. We do not provide educational financing options or recommend financing options for any student. Academy of Truck Driving does not offer any loan programs. Financial obligations shall be verified and secured prior to the start of any training program. Although Academy of Truck Driving does not offer financial aid; Students may be eligible for financial aid through other sources. Students eligible for funding sources such as CalWORKS, WIOA or State and Private Vocational Rehabilitation should have their counselors call the school directly. The Student understands that if a separate party is financing his/her education, which the student, and the student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.

This institution is listed on the California Employment Development Department's Eligible Training Provider List (ETPL) and is eligible to receive Individual Training Accounts through WIOA Title I-B funds. We do not accept the WIOA voucher directly, however, we contract with third party funding agencies that do accept the WIOA voucher and participate in providing WIOA services to eligible participants. All WIOA related consumer information and disclosures are provided to the student when they apply directly through the individual funding agencies.

Housing Availability
Academy of Truck Driving does not provide on-site housing and has no responsibility to find or assist a student finding housing. For students who require residency while training at any of our campuses there are several hotels and all-inclusive inns available in the area. The average cost per night will range from $100.00 - $350.00 depending on the city.

Employment Verification:
Graduates of any funded training program through our school must verify future employment information to assist ATD in complying with reporting requirements. Student must complete the employment verification fax form below authorizing Academy of Truck Driving, Inc. to obtain verification of employment details from future employers and the Social Security Administration's Consent for Release of Information form authorizing Academy of Truck Driving, Inc. to obtain wage and employment details from the Social Security Administration. Upon the graduate providing ATD employer information, ATD will fax a copy of the signed employment verification fax form to the employer. In the event employment details are not provided to ATD, ATD is authorized to send a request to the Social Security Administration for this information for the purpose of obtaining the information needed.

Sexual Harassment Policy
ATD's policy is to provide all students and employees with an educational, employment, and business environment free from all forms of harassment, exploitation, intimidation, or unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct or communications of a sexual nature as defined and otherwise prohibited by the California Fair Employment and Housing Act, California Education Code, and State and Federal rules, regulations, statutes, and laws prohibiting sexual harassment and retaliation. Sexual harassment should be reported immediately to the School Director. A student may also send an anonymous email to: enrollment@aCDLtruckdriver.com

Non-Discrimination Policy:
We are an equal opportunity institution and do not discriminate in the hiring of staff or selection of students on the basis of race, color, ancestry, religion, creed, national origin, age, sex, sexual orientation, marital status, disability, or veteran status. All forms, agreements, applications, and other materials required on behalf of Academy of Truck Driving are designed to comply with state and federal laws prohibiting discrimination.

Privacy Statement:
Academy of Truck Driving is committed to maintaining the privacy of personal information required for registration and our program records. All information collected is protected within our agency and will not be sold for profit or shared for purposes other than what is necessary for maintaining mandatory student enrollment records.

Disclosure Statement:
Academy of Truck Driving has been privately owned and operated since year 2000. Individuals are required to honor our enrollment agreement terms. We have the right to refuse service to anyone.

Retention of Student Records & Transcripts / Recordkeeping:
In addition to permanently retaining a transcript and certificate with grades as required by section 94900(b) of the Code, all student records pertaining to students' attendance, financial information and any documentation required for enrollment will be retained for a period of 5 years from the date of completion or withdrawal at the school office(s) in locked fireproof filing cabinets and/or on secure digital media. The type of student records kept shall include:

1) Application, Social Security Card, medical examination and drug testing results, DMV records, written records and transcripts relevant to admission
2) Student Enrollment & Program Agreement, addendums
3) Student tuition and student financial records
4) Timesheets, attendance/transcript records, DMV test results
5) Correspondence and case management documentation
6) Certificates of completion, CDL license obtained, job referrals, employment verifications

Transcripts may be obtained by submitting a signed written request along with a check or money order in the amount of $10 for each original copy.

Family Educational Rights and Privacy Act (FERPA)
Academy of Truck Driving complies with the Family Educational Rights and Privacy Act (FERPA) in regard to release of student information. Students (and/or authorized parent or guardian) have the right to view and receive a copy of their file by setting up an appointment with the administrative office. Any information pertaining to a student's academic record will only be released upon written instructions and/or permission of the student (or parent or guardian if the student is a dependent minor). In all cases, when any record is being reviewed, a designated academy representative

will be present. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter.

Student Rights Policy - Grievance/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 (toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (Internet Web site address)."

Retrieve a Consumer Complaint Form from www.bppe.ca.gov
Complete and mail the Complaint Form to:

Department of Consumer Affairs Bureau for Private Postsecondary Education
Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Web site Address: www.bppe.ca.gov,
Telephone and Fax #'s: (888) 370-7589 or by fax: (916) 263-1897
(916) 574-8900 or by fax: (916) 263-1897

Counseling and guidance of students is part of each instructor's responsibility. However, all instructors, supervisory and administrative staff members are available to assist the student in successful completion of training. Students seeking to resolve concerns or complaints are encouraged to first contact the instructor in charge to discuss your concern(s). If your concern or compliant cannot be handled between the student and the instructor, you may also submit a complaint to the School Director.

To submit your complaint to the School Director, you must complete the Student Complaint Form enclosed in this Catalog and submit to the School Director.

How to Fill Out the Student Complaint Form:

- Fill in your Name ("Student Name")
- Fill out Section 1 and Section 2 of the Student Complaint Form
- Submit the complaint via one on the following methods:
  by mail to 2585 Buna Street, Bldg. 99, Oakland, CA 94607
  by email to enrollment@aCDLtruckdriver.com
  by fax to (510) 663-9030

You will be contacted by a School Official within 5 business days of receipt of complaint form to arrange a meeting to discuss your complaint and resolution of the matter. Upon resolution of complaint, the resolution will be documented on the Student Complaint Form and signed by both parties.

Student Application

CONTACT INFORMATION		
Name:		
Home address:		
City:	State:	ZIP Code:
Mailing address:		
City:	State:	ZIP Code:
Cell Phone:	Home Phone:	Other Phone:
Email:		

PERSONAL DATA		
Date of birth:	SSN:	Sex [M/F/Other]:
Drivers License #	Primary Language	

TRAINING SELECTION / DESIRE	
Interested in: Class A [ ] or Class B [ ]	Endorsements: P [ ] N [ ] H [ ] T [ ]
Other CDL Programs:	*(P)assenger, Ta(N)ker, (H)azmat, Doubles/(T)riples*
When would you like to start? Date ____ / _____ / _____	

Please write why you wanto become a Commercial Driver_____
_____
_____
_____

	Are you a private pay student	Yes / No
	Are you currently working with a funding source?	Yes / No
	If yes, which agency? _____	
	Do you need a referral to funding sources?	Yes / No

The following information will assist us in referring you to appropriate funding agencies that may pay for your training.

Please check ALL that apply!

□ General Assistance □ Food Stamps □ Veteran □ Disability □ Workers Compensation □ SSI □ Employed □ Underemployed □ Unemployed □ UI Recipient □ WIOA □ Parole □ Probation □ Previously Incarcerated □ Group Home Resident

Details of Other Circumstances:

ELIGIBILITY		
	Are you a California Resident?	Yes / No
	Do you have a current CA DMV CDL Permit?	Yes / No
	If yes, when did your license expire?_____	
	Do you have any driving violations on your record?	Yes / No
	If yes, how many & what type?_____	
	Are you able to speak, read and write English fluently?	Yes / No

DRIVING HISTORY		
	Have you ever taken any of our training programs before?	Yes / No
	If yes, when and which program? _____	
	Have you had previous experience driving commercial vehicles?	Yes / No
	If yes, describe _____	
	Have you ever had Class A or B Commercial Driving Licenses?	Yes / No
	If yes, when did your license expire?_____	

WORK HISTORY				
Notification of Previous Employment: Per FMCSA Regulation 383.35, applicant must provide previous 10 years of CMV operator employment history. The information you provide in accordance with FMCSA Regulation 383.35 (c) may be used, and the applicant's previous employers may be contacted for the purpose of investigating the applicant's work history. First time CDL applicant are only required to provide the 2 most recent years of employment history.				
Dates of Employment	Employer	Address	Position	Did you drive commercially on the job? (Class A or B)
Reason for leaving:				
Dates of Employment	Employer	Address	Position	Did you drive commercially on the job? (Class A or B)
Reason for leaving:				
Dates of Employment	Employer	Address	Position	Did you drive commercially on the job? (Class A or B)
Reason for leaving:				
Dates of Employment	Employer	Address	Position	Did you drive commercially on the job? (Class A or B)
Reason for leaving:				

EDUCATION HISTORY				
Dates Attended	School / College		Area of Study	Graduated or GED Yes / No
	Grade School:			
	High School:			
	Trade School/Vocational:			
	College:			

REFERENCES		
Name two people who have known you at least one year that we may contact if we have any questions.		
Name:		
Address:	City / State / Zip	
Relationship:	Phone:	Email:
Name:		
Address:	City / State / Zip	
Relationship:	Phone:	Email:

EMERGENCY CONTACT		
Name:		
Address:	City / State / Zip	
Relationship:	Phone:	Email:
Name:		
Address:	City / State / Zip	
Relationship:	Phone:	Email:

The answers to the foregoing questions are true and correct to the best of my knowledge. I understand that falsifications of statements of this application may be considered a cause for dismissal of the training program. By signing below, I certify that I have read and understood the enrollment requirements as outlined in the Academy of Truck Driving (ATD) student catalog. I verify that I meet all said requirements, including orientation, driving experience, language proficiency, financial responsibility, and the ability to obtain all required Driver Qualification Documents.

Signature of applicant	Date

Student Enrollment & Program Agreement

This agreement is made between Academy of Truck Driving (ATD) and _____ _____ _____
Student Name Student ID #

As an ATD student, I hereby agree to abide by all **T**erms, **R**equirements, **R**ules, **R**egulations, **P**rocedures, **P**olicies, and **G**eneral **N**otices as set forth in this "Student Enrollment and Program Agreement", "Student Catalog" and/or **S**upplemental **N**otice(s) provided to student.

Understandings & Required Disclosures

Career Services: Placement assistance is provided. However, it is understood that Academy of Truck Driving does not and cannot promise or guarantee employment or level of income or wage rate to any Student or Graduate. Students can elect to participate in the following placement assistance activities:

1) Preparation of resumes and cover letters;
2) Interviewing techniques;
3) Job referrals.

The Career Center compiles job openings from employers in the area. Participation in the job assistance program includes students actively developing their own leads from the direction provided by the School. Graduates may continue to utilize the Academy's placement assistance program at no additional cost. Students must provide reasonable justification for denying job opportunities that are matched and referred to them. Graduates are required to update ATD of the following hiring details upon employment: employer name, position, start date and salary for compliance tracking purposes.

Financial Aid: Although Academy of Truck Driving does not offer financial aid; Students may be eligible for financial aid through other sources. Students eligible for funding sources such as CalWORKS, WIOA or State and Private Vocational Rehabilitation should have their counselors call the school directly. The Student understands that if a separate party is financing his/her education, which the student, and the student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.

COVID-19: In response to the COVID-19 pandemic, Academy of Truck Driving has modified catalog content to continue to provide training to its students. Reference the COVID-19 Safety Protocol at www.aCDLtruckdriver.com.

Drug Testing & FMCSA Clearinghouse Requirements:
In order to comply with the Federal Motor Carrier Safety regulations, 49 CFR Part 40, 49 CFR Part 382, and other applicable statutes governing commercial drivers, ATD has a Drug and Alcohol Policy, drug testing and reporting requirements.

Clearinghouse: You are enrolling in an independent CDL Training Program that is not affiliated with or operated by an employer (i.e., the student driver pays to attend). According to FMCSA, a student driver is considered self-employed. After obtaining a commercial learner's permit (CLP), student drivers enrolled in commercial driver's license (CDL) training programs are subject to FMCSA's drug and alcohol program requirements in 49 CFR part 382. As a student you are required to:

- Register in the Clearinghouse- Student drivers must also designate a C/TPA in the Clearinghouse. Contact the C/TPA prior to sending this designation request.
- Purchase a Query Plan - Purchasing a query plan is required to conduct queries. Note: C/TPAs cannot purchase a query plan on behalf of student drivers.
- Conduct/Consent To Pre-Employment Query In The Clearinghouse – Once a student driver obtains their CLP, the student driver, or their designated C/TPA, must conduct a pre-employment query to ensure the student driver is not prohibited.
- Take Required Drug Tests - The designated C/TPA will direct the student driver to appear for a pre-employment drug test and any applicable random drug tests.

NOTE: Once a student driver has successfully completed the CDL training program and been issued a CDL, they must update their role in the Clearinghouse.

Drug and Alcohol Policy: The Drug and Alcohol Policy is published on the school's website and is incorporated herein by reference. All prospective students must submit to a controlled substances test involving collection of a urine sample that will be tested for the following: marijuana, cocaine, opiates, amphetamines, and phencyclidines (PCP). The test is commonly referred to as 5-panel NIDA Screening. Should you test positive for use of controlled substances, you will not be medically qualified to operate a commercial vehicle. You will be given a reasonable opportunity to confer with the delegated medical review officer before any positive results are reported to ATD. The result of the drug test will be maintained by the medical review officer, who will report to the school whether the test result was negative or positive. The medical review officer, or school, may also release the results to the examining physician in connection with the required DOT physical examination.

I have received a copy of Academy of Truck Driving's controlled substances and (employer) alcohol policies and procedures.

Student (Driver's) Name (printed) _____ Driver License Number _____ SSN _____
Student (Driver's) Signature _____ Date _____

General Release and Exchange of Information:
The student hereby authorizes Academy of Truck Driving to provide potential employers and authorized governmental authorities' access to the student's records upon request, in compliance with the Family Educational Rights and Privacy Act (FERPA) as well as to obtain from, or release written documentation to, and/or discuss any employment related information including but not limited to contact information, work history/experience, education/skills/abilities, career/skill assessment results, income level/benefit eligibility, eligibility/enrollment and/or program attendance, accommodations you need to access training or services to find, obtain, or retain employment, individual barriers, training progress, licensing results and employment placement details with your referral sources, funding agencies, and/or counselors as necessary to carry out the objectives of the program and to comply with program reporting requirements.

I authorize the release of my past, current, and future employment information to the Academy of Truck Driving. Such records include information related to my employer's name, job title, start/end date, hourly wages and hours worked per week. You also authorize your referral sources, funding agencies, and/or counselors to obtain from, or release written documentation to, and/or discuss any employment related information with Academy of Truck Driving as described above.

Initial _____

Diploma/Certificate: I understand that I will be awarded a Certificate when I have completed all of the program attendance requirements and have satisfied all academic obligations. There will be a $20 charge for a replacement certificate.

Initial _____

ATD Notice

- Programs VII, VIII & X require enrollment in a related ELDT driver training program for the class of license desired (i.e. Program I, II, V, or IX)
- All programs are designed to support a maximum timeframe. If a student shows the ability to complete sooner than the allotted timeframe ATD will allow an early graduation date in accordance with ATD's Program Completion Requirements & Certificate of Completion policy.
- If additional training is required outside of allotted program time additional fees will be assessed based on estimated time needed.
- Tuitions and fees are subject to change without notice at any time. If students require a change or additional program hours or fees, an "Addendum to the Student Enrollment and Program Agreement" form is required. The above schedule of total charges for a period of attendance and the estimated schedule of total charges for the entire educational program are the same.

Bureau for Private Postsecondary Education Required Disclosures

Student Tuition Recovery Fund – STRF: "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."

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

The transferability of credits you earn at (insert name of institution) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (insert degree, diploma, or certificate) you earn in (insert name of educational program *) is also at the complete discretion of the institution to which you may seek to transfer. If the (insert credits or degree, diploma, or 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 (insert name of institution) to determine if your (insert credits or degree, diploma or certificate) will transfer.

Questions: "Any questions a student may have regarding this enrollment agreement 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. Ste 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, Web site Address: www.bppe.ca.gov, Telephone and Fax #s: (888) 370-7589 or by fax (916) 263-1897, (916) 574-8900 or by fax (916) 263-1897."

Complaints: "A student or any member of the public may file a complaint about this institution with 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 Web site, www.bppe.ca.gov."

Retrieve a Consumer Complaint Form from www.bppe.ca.gov

Complete and mail the Complaint Form to:
Department of Consumer Affairs
Bureau for Private Postsecondary Education
Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Web site Address: www.bppe.ca.gov,
Telephone and Fax #'s: (888) 370-7589 or by fax: (916) 263-1897
(916) 574-8900 or by fax: (916) 263-1897

Catalog: Information about Academy of Truck Driving is published in a school catalog that contains a description of certain policies, procedures, and other information about the school. Academy of Truck Driving reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Academy of Truck Driving, the Student agrees to abide by the terms stated in the catalog and all school policies.

"Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement."

Initial _____

"I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet."

"The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials."

Educational Service

Enrollment Agreement Period: _____ **Program Start Date:** _____

Scheduled End Date: _____

Schedule: ☐ Monday-Friday ☐ 7:00am–11:00am ☐ 12:00pm–4:00pm ☐ 5:00pm – 8:00pm*
☐ Saturday ☐ Sunday ☐ 8:00am–2:00pm

* Maximum 2 students per instructor/vehicle

Training Location: 2585 Buna Street, Bldg 99, Oakland, CA 94607

Training time may not be available if student enrollment for that session is below the minimum. Training schedule may change with advanced notice. The student agrees to attend class for any necessary hours during any 24-hour period during the training period.

Program Selection:

Entry Level Driver Training Programs
- ☐ I – Class A Commercial Driver License *(Up to 160 hours)*
- ☐ II – Class B Commercial Driver License *(Up to 120 hours)*
- ☐ V – Commercial Driver Super Session *(Up to 240 hours)*
- ☐ IX – Enhanced Class A or B CDL *(Up to 210 hours)*

Experienced Driver Programs
- ☐ III – Commercial Driver Refresher *(Up to 60 hours)*
- ☐ IV – Commercial Driver Class A or B Express *(Up to 40 hours)*
- ☐ VI – Upgrade B to A *(Up to 120 hours)*

Endorsement/Miscellaneous Add-On Programs
- ☐ VII – Passenger Endorsement *(Up to 20 hours)*
- ☐ VIII – Focused A/B *(Up to 40 hours)*
- ☐ X – Hazardous Materials Endorsement *(Up to 8 hours)*

Itemization & Total Tuition Fees for California Commercial Driver License Certificate Programs

Pre-Enrollment Fees (Nonrefundable)

Program:	I	II	III	IV	V	VI	VII*	VIII*	IX	X*
3rd Party Auxiliary Fees These fees are required and payable to a 3rd party. DMV and/or DOT fees are non-refundable once paid to the third-party; however, if such fees have been paid to the institution but the institution has not paid the third-party, then the fees are refundable and subject to the institution's cancellation and withdrawal refund policies.										
➢ DMV Driver License Record (K4 Printout)	$5	$5	$5	$5	$5	$5	n/a	n/a	$5	n/a
➢ DMV Commercial Learner's Permit (CLP)	$100	$100	$100	$100	$100	$100	n/a	n/a	$100	n/a
➢ DOT Medical Exam	$100	$100	$100	$100	$100	$100	n/a	n/a	$100	n/a
➢ DOT Drug Screen	$100	$100	$100	$100	$100	$100	n/a	n/a	$100	n/a
ATD Auxiliary Fees Application fee is due prior to enrollment and registration for classes. Registration Fee is due upon signing the student enrollment and program agreement.										
➢ ATD Application Fee (non-refundable)	$60	$60	$60	$60	$60	$60	n/a	n/a	$60	n/a
➢ ATD Enrollment Fee (non-refundable)	$250	$250	$250	$250	$250	$250	$50	$50	$250	$50
Subtotal Pre-Enrollment Fees	**$615**	**$615**	**$615**	**$615**	**$615**	**$615**	**$50**	**$50**	**$615**	**$50**

ATD Tuition (Refundable) & Program Fees (Nonrefundable)

ATD Tuition & Fees Tuition refunds are based on unused portion of hours, per refund policy. ATD fees for online access, textbooks and materials are non-refundable once provided to or received by student.										
➢ ATD Tuition (refundable)	$6,500	$4,875	$2,350	$1,925	$9,500	$5,000	$1,000	$2,400	$8,250	$300
➢ ATD Online Training Platform Fee (non-refundable)	$325	$325	$325	n/a	$325	$325	$200	n/a	$325	n/a
➢ ATD Textbook Fee (non-refundable)	$75	$75	$75	n/a	$75	$75	$50	n/a	$75	$50
➢ ATD Material Fee (non-refundable)	$100	$100	$100	$100	$100	$100	n/a	$100	$100	n/a
Subtotal ATD Tuition & Fees	**$7,000**	**$5,375**	**$2,850**	**$2,050**	**$9,500**	**$5,500**	**$1,250**	**$2,500**	**$8,750**	**$350**

Total Cost of Program

Pre-Enrollment Fees	$615	$615	$615	$615	$615	$615	$50	$50	$615	$50
ATD Tuition & Fees	$7,000	$5,375	$2,850	$2,050	$9,500	$5,500	$1,250	$2,500	$8,750	$350
Total Program Cost	**$7,615** ☐	**$5,990** ☐	**$3,465** ☐	**$2,665** ☐	**$10,115** ☐	**$6,115** ☐	**$1,300** ☐	**$2,550** ☐	**$9,365** ☐	**$400** ☐
Total Cost of Program for Private Pay Students (STRF Eligible Students)										
BPPE State Mandated STRF Fee (Currently $0.00 per $1000 of institutional charges) (non-refundable)	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*
Total Program Cost for Private Pay	***$7,615*** ☐	***$5,990*** ☐	***$3,465*** ☐	***$2,665*** ☐	***$10,115*** ☐	***$6,115*** ☐	***$1,300*** ☐	***$2,550*** ☐	***$9,365*** ☐	***$400*** ☐

Miscellaneous Additional Fees (as applicable)– Nonrefundable

3rd Party Fees

☐	DMV Retesting Fee (if required; each trip)	$46
☐	DMV Additional Permit Fee	$100
☐	DMV Hazmat Background Check (includes handling costs)	$95
☐	TSA TWIC Card (includes handling costs)	$130

ATD Institutional Fees

☐	ATD Driving Skills Evaluation	$125
☐	ATD Permit Tutoring (up to 10 hours)	$250
☐	ATD DMV Drive Test (Post-completion, each visit)	$350
☐	ATD Certificate Reprint Fee	$20
☐	ATD Equipment Damage Fee	$200
☐	ATD Additional Practice Hours (minimum 4 hours, up to 20 hours, $100 each hour)	$_____
☐	ATD Credit Card Processing Fee (3.5%)	$_____
☐	Other	$_____

Total Miscellaneous Additional Fees **$_____**

Less Prepaid Fees - ☐ DMV K4 ☐ DMV CLP ☐ DOT Medical ☐ DOT Drug Screen ☐ ATD Online Training Platform Fee ☐ Other ____ _____ **$ <_____>**

THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: **$_____**

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: **$_____**

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: **$_____**

Payment(s)

Initial Installment Payment paid on _____ $_____

3rd Party Funding Authorization funding sources: _____ $_____

Other: _____ $_____

Total Due from Student **$_____**

"NOTICE"

"YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE."

THE ENROLLMENT AGREEMENT IS LEGALLY BINDING WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE INSTITUTION

My signature below certifies that I have read, understand, and agree to my rights and responsibilities. My signature also certifies that ATD's cancellation and refund policies have been clearly explained to me. In addition, I have read and agreed to the program(s) curriculum, and I am aware of and responsible for all tuition and fees associated with my training. I acknowledge that I have received a complete tour of ATD facilities. I understand that these agreements are legally binding once I have signed them and they are accepted by ATD.

If you are eligible for a loan guaranteed by the federal or state government and if the student defaults on a federal or state loan, both 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. (Ed. Code §94911(g)(1),(2))

Your signature below represents that you are in agreement of the financial terms and are legally responsible for the above-indicated amounts. If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. (Ed. Code §94911(f))

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund polices have been clearly explained to me.

Student Signature	Student Name	Date
Name/Title	School Official Signature	Date

Cancellation Procedure and Refund Request Form

"CANCELLATION PROCEDURE AND REFUND POLICY"

"STUDENT'S RIGHT TO CANCEL"

Your cancellation rights are:

- **RESCISSION OF ENROLLMENT**: You have the right to cancel the Student Enrollment and Program Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. (Ed. Code §94909(a)(8)(B))

Date by which the student must exercise his or her right to rescind enrollment: _____

To cancel your enrollment, mail or deliver a signed and dated copy of a "Cancellation Notice and Refund Request Form" to:

Academy of Truck Driving, Attn: School Administrator
2585 Buna Street, Bldg. 99, Oakland, CA 94607

Upon receipt of the cancellation notice, any payment you have made, less nonrefundable fees, and any negotiable instrument signed by you will be returned, in accordance with the Program Refund Calculation Chart, within 45 days following ATD's receipt of your cancellation notice. If you lose your copy of the Student Enrollment and Program Agreement or any other document, ask the ATD Enrollment Representative for a replacement copy.

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel just by telephoning the school or by not coming to class. Your cancellation request will only be accepted in writing. If you simply telephone or stop attending class, it will not be considered an official cancellation. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Students are entitled to a refund of 100 percent of the amount paid for institutional charges, less the $250 registration fee, if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Students who have completed 60% or less of the program hours are entitled to a pro rata refund of any unearned institutional charges if the student cancels the enrollment agreement or withdraws during the period of attendance. A withdrawal is effective the date that the written notice is received by the School Administrator. If a withdrawal is initiated by the institution due to student conduct, the withdrawal will be effective upon the last date of actual attendance or if withdrawn due to lack of attendance, the withdrawal will be effective upon the third consecutive day of absence. Tuition refund policy does not apply to students who have completed the program hours or have completed more than 60% of the program hours. Students who have completed more than 60% of the program hours are deemed substantially completed and are not eligible to receive any refund.

Program Refund Calculations Chart

Refund examples are based on the percentage of clock hours completed or scheduled. The student refund amount is calculated as follows: total institutional charge less any non-refundable fees*, divided by program hours to get the hourly rate; Deduct the number or hours attended or scheduled from total program hours to get hours remaining; multiply hourly rate by hours remaining. If the tuition and all required auxiliary fees has been paid in full, the following reflects a refund for the amount paid in excess by the student:

Sample refund calculation if cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

3rd Party Auxiliary Fees + ATD Application Fee + ATD Registration Fee + ATD Tuition & Fees Total Institutional Charges Collected	Program									
	I	II	III	IV	V	VI	VII	VIII	IX	X
	$7,615.00	$5,990	$3,465	$2,665	$10,115	$6,115	$1,300	$2,550	$9,365	$400
	Less Non-Refundable Registration Fee ($0 - $250.00)									
Total Refund:	$7,365.00	$5,740	$3,215	$2,415	$9,865	$5,865	$1,250	$2,500.00	$9,115	$350

Sample refund calculation if cancellation is made after attendance at the first-class session, or the eighth day after enrollment.

		Program									
Total Institutional Charges Collected		I	II	III	IV	V	VI	VII	VIII	IX	X
		$7,615.00	$5,990	$3,465	$2,665	$10,115	$6,115	$1,300	$2,550	$9,365	$400
% of Attendance	Refund %	Less Non-Refundable Fees		Programs I, II, III, V,VI, IX: $1,115 /		Program IV: $715 /		Program VIII: $150 /		Programs VII, X - $50	
10%	90%	$5,850.00	$4,387.50	$2,115	$1,755	$8,100	$4,500	$900	$2,160	$7,425	$270
25%	75%	$4,875	$3,656.25	$1,762.5	$1,462.5	$6,750	$3,750	$750	$1,800	$6,187.5	$225
50%	50%	$3,250	$2,437.50	$1,175	$975	$4,500	$2,500	$500	$1,200	$4,125	$150
Over 60%	0%	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

* DMV and/or DOT fees are non-refundable once paid to the third-party; however, if such fees have been paid to the institution but the institution has not paid the third-party, then the fees are refundable and subject to the institution's cancellation and withdrawal refund policies.
If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If you have any questions regarding our refund policy and/or these calculations, please contact your ATD Student Enrollment Representative. If you have questions or concerns which have not been satisfactorily addressed by Academy of Truck Driving (ATD) of if the school closes before you complete your program(s), you may be entitled to a refund by contacting

Department of Consumer Affairs Bureau for Private Postsecondary Education
Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Web site Address: www.bppe.ca.gov,
Telephone and Fax #'s: (888) 370-7589 or by fax: (916) 263-1897
(916) 574-8900 or by fax: (916) 263-1897

Cancellation Notice & Refund Request Form

Section A – Refund Request (To Be Completed by Student)

Student Name _____
Mailing Address _____
Phone Number _____ Email _____

I would like to cancel my student enrollment with Academy of Truck Driving (ATD) as of date _____.
Please refund the portion of my tuition to which I am entitled. The reason for my cancellation is:

_____

_____

Student – Please Print _____
Student – Signature _____ Date: _____

Upon receipt of the cancellation notice, any payment you have made, less nonrefundable fees, and any negotiable instrument signed by you will be returned, in accordance with the Program Refund Calculation Chart, within 45 days following ATD's receipt of your cancellation notice.

Section B – Enrollment Details (To Be Completed by Enrollment Representative)
Complete the refund form and submit with a copy of Student Tracking Sheet, Enrollment Agreement Signature Pages, and Student Attendance & Progress Report.

Program I ☐ II ☐ III ☐ IV ☐ V ☐ VI ☐ VII ☐ VIII ☐ IX ☐ X ☐
Enrollment Date: _____ **Rescission Date:** _____ **Received Date:** _____
1st date of class: _____ **Last Date of Attendance**_____ **Hours Completed:** _____
Received By: ☐ Mail ☐ In-person ☐ Drop-off ☐ Faxed ☐ Email ☐ Other: _____

Program(s) Refund Summary

Hours Completed: _____ / Program Hours: _____	=	Percentage of Completion	(_____) %
	x	Tuition Amount	$_____
	=	Tuition Charges Due	$_____
	–	Tuition Amount Paid (Total Payments Less Non-Refundable Fees)	<$_____>
	-	Refundable Fees	<$_____>
NET AMOUNT TO BE REFUNDED TO STUDENT			**<$_____>**

*Required fees are refundable only when notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

Section C – Refund Processing (To Be Completed by Accounting Department)

Refund made to Student/Agency _____

Refund Date: _____ Check/Reference #_____

ATD Representative _____ Signature_____

Academy of Truck Driving

Student Name _____ Student ID # _____

Employment Verification Release

Employment Verification:
Graduates of any training program through our school must verify future employment information to assist ATD in complying with state mandated reporting requirements. Student must complete an employment verification form authorizing Academy of Truck Driving, Inc. to obtain verification of employment details from future employers and the Social Security Administration's Consent for Release of Information form authorizing Academy of Truck Driving, Inc. to obtain wage and employment details from the Social Security Administration. Upon the graduate providing ATD employment information, ATD will send a copy of this signed employment verification form to the employer. If employment details are not provided to ATD, by signing the SSA Consent form, you authorize us to obtain the information needed.by sending a request to the Social Security Administration and providing the signed SSA Consent form.

Student Signature _____ SSN ___-___-___ Date _____

Employment Verification Request

Employer Name: _____ Attn: **Payroll / HR**

Fax: _____

Phone: _____

Your employee listed below is a graduate of a funded training program through our school and we are required to verify employment upon completion of the program.

Return form by fax: (510) 663-9030 or mail to: Academy of Truck Driving
Attn: Admissions & Records Officer
2585 Buna Street Bldg 99
Oakland, CA 94607

SECTION #2 TO BE COMPLETED BY EMPLOYER

Please do not leave spaces in blank. Use N/A or zeros where applicable and fax or mail it back to us at your earliest convenience. The information provided will remain confidential to satisfaction of stated purpose only. Your prompt response is crucial and greatly appreciated.

Job Title: _____ Date First Employed: _____

Last Day of Employment(if no longer working): _____

Wages/Salary: $_____ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other_____

Paid by (circle one) : hour load mileage other_____

Average # of regular hours per week:_____ Year-to-date earnings: $_____ from ___ /___ /_____ through ___ /___ /_____.

Health Benefits ☐ Yes ☐ No Dental Benefits ☐ Yes ☐ No Other Benefits _____

Additional remarks: _____

_____

I certify under penalty of perjury under the laws of the State of California that the information on this form is true and correct.

Employer's Signature _____ Employer Representative Name / Title _____ Date _____

Employer [Company] Name _____ Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ E-mail _____

Social Security Administration

Consent for Release of Information

Form Approved
OMB No. 0960-0566

You must complete all required fields. We will not honor your request unless all required fields are completed. *(*Signifies a required field. **Please complete these fields in case we need to contact you about the consent form).*

TO: Social Security Administration

*My Full Name	*My Date of Birth (MM/DD/YYYY)	*My Social Security Number

I authorize the Social Security Administration to release information or records about me to:

*NAME OF PERSON OR ORGANIZATION:	*ADDRESS OF PERSON OR ORGANIZATION:
ACADEMY OF TRUCK DRIVING	2585 BUNA STREET, BLDG 99
ATTN: JENNIFER WALKER-KEMP	OAKLAND, CA 94607
PRESIDENT	

***I want this information released because:**
We may charge a fee to release information for non-program purposes.

STUDENT/GRADUATE TRAINED BY ABOVE SCHOOL AND COMPLIANCE REPORTING REQUIRES PROOF OF EMPLOYMENT/

AND JOB RETENTION DATA

***Please release the following information selected from the list below:**
Check at least one box. We will not disclose records unless you include date ranges where applicable.

1. ☐ Verification of Social Security Number
2. ☐ Current monthly Social Security benefit amount
3. ☐ Current monthly Supplemental Security Income payment amount
4. ☐ My benefit or payment amounts from date _____ to date _____
5. ☐ My Medicare entitlement from date _____ to date _____
6. ☐ Medical records from my claims folder(s) from date _____ to date _____
   If you want us to release a minor child's medical records, do not use this form. Instead, contact your local Social Security office.
7. ☐ Complete medical records from my claims folder(s)
8. ☒ Other record(s) from my file (We will not honor a request for "any and all records" or "the entire file." You must specify other records; e.g., consultative exams, award/denial notices, benefit applications, appeals, questionnaires, doctor reports, determinations.)

   UP TO 3 YEAR WAGE / EMPLOYMENT HISTORY FROM DATE SIGNED TO PRESENT

I am the individual, to whom the requested information or record applies, or the parent or legal guardian of a minor, or the legal guardian of a legally incompetent adult. I declare under penalty of perjury (28 CFR § 16.41(d)(2004) that I have examined all the information on this form and it is true and correct to the best of my knowledge. I understand that anyone who knowingly or willfully seeking or obtaining access to records about another person under false pretenses is punishable by a fine of up to $5,000. I also understand that I must pay all applicable fees for requesting information for a non-program-related purpose.

***Signature:** _____ ***Date:** _____

****Address:** _____ ****Daytime Phone:** _____

Relationship (if not the subject of the record): SELF ****Daytime Phone:** _____

Witnesses must sign this form ONLY if the above signature is by mark (X). If signed by mark (X), two witnesses to the signing who know the signee must sign below and provide their full addresses. Please print the signee's name next to the mark (X) on the signature line above.

1.Signature of witness	2.Signature of witness
Address(Number and street,City,State, and Zip Code)	Address(Number and street,City,State, and Zip Code)

Form SSA-3288 (11-2016) uf

Student Complaint Form (Copy 1)

Student Name_____

If you have a complaint that cannot be handled by your instructor, please Complete Section 1 and 2 of this form and submit it to:

Academy of Truck Driving
Attn: Jennifer Walker-Kemp, School Director

By Mail:	**By Email:**	**By Fax:**
2585 Buna Street, Bldg 99 Oakland, CA 94607	enrollment@aCDLtruckdriver.com	(510) 663-9030

Section 1 – Date of Incident (if applicable) _____ Individual the complaint is against (if applicable) _____

Complaint Type (Check One)

☐ Administrative ☐ Instructional ☐ Equipment Related
☐ Another Student ☐ Tuition ☐ Other_____

Description of the complaint:

_____

_____

On (date) _____ I discussed / communicated this matter with ATD Instructor (name) _____

_____ and my complaint (was resolved/was not resolved). Summary of response and/or resolution to problem: _____

_____

Section 2 – Date complaint forwarded to School Director: _____

You will be contacted by the School Director within 5 business days of receipt of complaint form to arrange a meeting to discuss your complaint and resolution of the matter.

Complaint Resolution – On (date) _____ I then discussed/communicated this matter with the School Director and my complaint (was resolved / was not resolved). Summary of response and/or resolution to problem:

_____

_____

_____

If both parties agree to the resolution to the above complaint, please sign and date below:

Student	Jennifer Walker-Kemp, ATD School Director
Date	Date

Complaint Rights

"Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, Telephone and Fax #s: (888) 370-7589 or by fax (916) 263-1897, (916) 574-8900 or by fax (916) 263-1897."

"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 web site www.bppe.ca.gov."

Addendum #_____
to the Student Enrollment and Program Agreement

This addendum to the Student Enrollment and Program Agreement is made between Academy of Truck Driving (ATD) and_____
Student Name

As an ATD student, I hereby agree to abide by all ATD "Enrollment Agreement Terms" (requirements, rules, regulations, procedures, policies, and general notices) as set forth in this document:

Addendum Tuition and Fees for CA Commercial Driver License Certificate Program

Additional Program Tuition

Entry Level Driver Training Programs	
☐ I – Class A Commercial Driver License *(Up to 160 hours)*	$6,500
☐ II – Class B Commercial Driver License *(Up to 120 hours)*	$4,875
☐ V – Commercial Driver Super Session *(Up to 240 hours)*	$9,000
☐ IX – Enhanced Class A or B CDL *(Up to 210 hours)*	$8,250
Experienced Driver Programs	
☐ III – Commercial Driver Refresher *(Up to 60 hours)*	$2,350
☐ IV – Commercial Driver Class A or B Express *(Up to 40 hours)*	$1,950
☐ VI – Upgrade B to A *(Up to 120 hours)*	$5,000
Endorsement/Miscellaneous Programs	
☐ VII – Passenger Endorsement *(Up to 20 hours)*	$1,000
☐ VIII – Focused A/B *(Up to 40 hours)*	$2,400
☐ X – Hazardous Materials Endorsement *(Up to 8 hours)*	$300

Miscellaneous Fees

3rd Party Fees*	
☐ DMV Retesting Fee (if required; each trip)	$46
☐ DMV Hazmat Background Check (includes handling costs)	$95
☐ Additional DMV Driver License Record (K4-Printout)	$5
☐ Additional DMV Commercial Learner's Permit (CLP)	$100
☐ TSA TWIC Card (includes handling costs)	$130
☐ Additional DOT Medical Exam Fee (includes handling costs)	$100
☐ Additional DOT Drug Screen Fee (includes handling costs)	$100

Miscellaneous Fees (Con't)

ATD Institutional Fees	
☐ ATD Driving Skills Evaluation	$125
☐ ATD Permit Tutoring (up to 10 hours)	$250
☐ ATD DMV Drive Test (Post-completion, each visit)	$350
☐ ATD Certificate Reprint Fee	$20
☐ ATD Textbook Fee (non-refundable)	$75
☐ ATD Equipment Damage Fee	$200
☐ ATD Additional Practice Hours # _____ (minimum 4 hours, up to 20 hours, $100 each hour)	$_____
☐ ATD Credit Card Processing Fee (3.5%)	$_____

Other Non-Refundable Fees	
☐ _____	$_____
Other Refundable Fees	
☐ _____	$_____
Other Refunds/Adjustments to Agreement	
☐ _____	<$_____>
☐ _____	<$_____>

Other Changes to Program

☐ _____

TOTAL ADDENDUM CHARGES $_____

3rd Party Fees* - These fees are required and payable to a 3rd party. DMV and/or DOT fees are non-refundable once paid to the third-party; however, if such fees have been paid to the institution but the institution has not paid the third-party, then the fees are refundable and subject to the institution's cancellation and withdrawal refund policies.

Payment(s)

3rd Party Funding Authorization funding sources: _____ -$<_____>
Other: _____ -$<_____>

Total Addendum Charges Due **$_____**

Addendum Signature Clause

If you have any questions regarding the field of Commercial Driving or our program, do not hesitate to ask our ATD Student Enrollment Representative before you amend your agreement. If you have any concerns or questions about any statements in this document, please let us know now.

"Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, Telephone and Fax #s: (888) 370-7589 or by fax (916) 263-1897, (916) 574-8900 or by fax (916) 263-1897."

"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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov."

My signature below certifies that I have read, understand, and agree to my rights and responsibilities. My signature also certifies that ATD's cancellation and refund policies have been clearly explained to me. In addition, I have read and agreed to the program(s) curriculum, and I am aware of and responsible for all tuition and fees associated with my training. I acknowledge that I have received a complete tour of ATD facilities. I understand that these agreements are legally binding once I have signed them and they are accepted by ATD.

Student – Please Print _____

Student – Signature _____ Date: _____

ATD Student Enrollment Representative Name – Please Print _____

ATD Student Enrollment Representative – Signature _____ Date: _____

BPPE Disclosures

Approval to Operate

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

As of January 1, 2013, the California Bureau for Private Postsecondary Education has required that certain information be easily obtainable for our students regarding our California institutions. Information regarding our school is available on our website at www.aCDLtruckdriver.com. Specifically the institution's: Catalog, Performance Fact Sheet, the most recent Annual Report and any Student Brochures.

For more information regarding the California Bureau for Private Postsecondary Education please visit their website: bppe.ca.gov

Licensure & Testing Requirements

The training provided is designed to enable each student to obtain a commercial driver license. This is a requirement to operate any commercial vehicle in the State of California. To qualify each potential student must meet the following criteria:

Catalog

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.

Pursuant to section 94909 of the Code, this catalog is reviewed and updated annually before the beginning of each school year and may be further updated as statutes or regulations change or if changes exist in the educational programs, educational services, procedures, or policies, through supplemental catalogs, inserts accompanying the catalog, or in its entirety. Applicants or prospective students who attend an orientation and provide the school with an email address will be provided an electronic copy of the school catalog via email. Prospective students or the general public can also download the school catalog from the school's website at www.aCDLtruckdriver.com, may call the school and request an electronic copy of the catalog by email, U.S. mail, fax, or pick up a printed copy in person.

Web Site

California's Bureau for Private Postsecondary Education (BPPE) requires approved educational institutions to file annual reports and school performance fact sheets. You may access the most recently filed versions of the documents listed below via our website at http://www.aCDLtruckdriver.com/bppe :

- School Catalog
- School Performance Fact Sheet for each educational program offered by the institution.
- Student brochures offered by the institution.
- A link to the bureau's Internet Web Site.
- The institution's most recent annual report submitted to the bureau.

Questions

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 , www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

Complaints
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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Office of Student Assistance and Relief
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 *Toll-free telephone #: (888) 370-7589* or by visiting *Web site address: www.osar.bppe.ca.gov*.

Transferability of Credits from Another Institution
Academy of Truck Driving does not accept transfer of credits from another institution. We currently do not have a transfer or articulation agreement with any other institution.

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Academy of Truck Driving, 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 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 Academy of Truck Driving, Inc. to determine if your certificate will transfer."

Experiential Credit/Assessment Policy
This school does not issue credit for prior experiential learning. We do not have an appeal process.

VISA Services
We currently do not accept students that are in the United States on a VISA. We do not provide visa services and will not vouch for any students' status.

Instruction Languages
ATD does not recruit or intend to recruit in a language other than English or admit students from other countries. Students must be able to understand the terms and conditions of the enrollment agreement, disclosures and statements in the English language as well as sufficiently to converse with the general public, understand highway traffic signs and signals, respond to official inquiries, and make entries on reports and records as required by the Federal Motor Carrier Safety Regulations. The English competency can be satisfied with the following documentation: 1) High School Diploma, GED, or equivalent or 2) official minimum score of Test of English as a Foreign Language (TOEFL), successfully passing the DMV CLP Exam, and demonstrating the ability to converse with an instructor without the need of an interpreter.

Instruction and curriculum material is only offered in English. ATD does not provide any interpreter and no modification of the training programs will be made to accommodate any other language. ATD does not provide English language services.

Accreditation
Academy of Truck Driving and its certificate programs are not accredited by any accrediting agency recognized by the United States Department of Education and is ineligible for participation in federal and state financial aid programs that require accreditation for participation.

Student Tuition Recovery Fund (STRF)

"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., Suite 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."

Financing Programs, Grants and Scholarships

There are several public financing options available as well as grants and scholarships for those who qualify. We do not provide educational financing options or recommend financing options for any student. Academy of Truck Driving does not offer any loan programs. Financial obligations shall be verified and secured prior to the start of any training program.

Although Academy of Truck Driving does not offer financial aid; Students may be eligible for financial aid through other sources. Students eligible for funding sources such as CalWORKS, WIOA or State and Private Vocational Rehabilitation should have their counselors call the school directly. The Student understands that if a separate party is financing his/her education, which the student, and the student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.

This institution is listed on the California Employment Development Department's Eligible Training Provider List (ETPL) and is eligible to receive Individual Training Accounts through WIOA Title I-B funds. We do not accept the WIOA voucher directly, however, we contract with third party funding agencies that do accept the WIOA voucher and participate in providing WIOA services to eligible participants. All WIOA related consumer information and disclosures are provided to the student when they apply directly through the individual funding agencies.

Student Loans

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. Additionally, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid funds. (Ed. Code §94909(a)(11))

If you are 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.

Bankruptcy

Academy of Truck Driving is a solid and stable institution. We do not have a pending petition in bankruptcy, nor operating as a debtor in possession, or filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

EEOC Disclosures

EQUAL OPPORTUNITY IS THE LAW!

It is against the law for any individual, institution, or government agency, whether it be federal, state or local to discriminate against any other individual in the United States, on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, political affiliation or belief.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

2026 Enrollment Calendar

Morning, Afternoon Classes Offered

Morning: 7:00am – 11:00am Afternoon: 12:00pm-4:00pm

Evening & Weekends Available

Attend an Orientation to Get Started

Orientation Schedule

January 7th, 21st	April 1st, 15th, 29th	July 15th, 29th	October 7th, 21st
February 4th, 18th	May 13th, 27th	Aug 12th, 26th	November 4th, 18th
March 4th, 18th	June 10th, 24th	September 9th, 23rd	December 2nd, 16th

Register for an Orientation on our website at aCDLtruckdriver.com. Enrollment in a course is limited and will be granted on a first-come, first-served basis. All other programs are scheduled based on number of enrollments as necessary and may vary from this calendar. Class start and end dates may change without notice. Speak with an enrollment representative for more information.

Program I Class Schedule

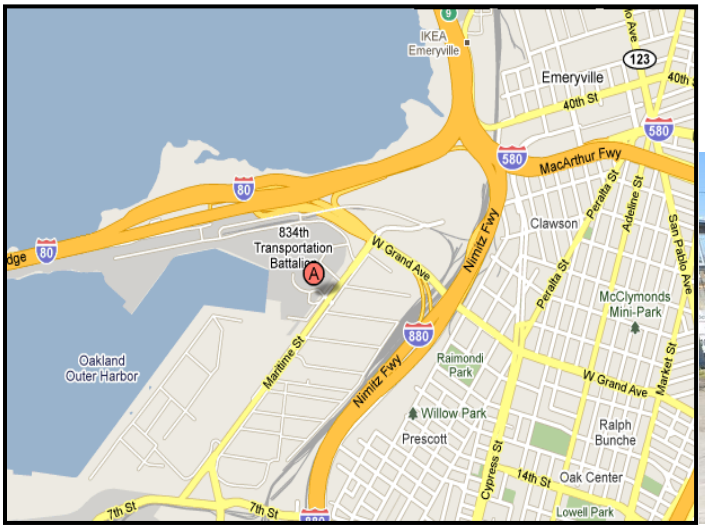
Attend Orientation By	***Enrollment Deadline***	***Start Date***	***Est. End Date***	***Training Hours***
December 17th (2025)	December 24th	January 5th	March 13th	Morning (7am-11am)
January 7th	January 23rd	February 2nd	April 10th	Afternoon (12pm-4pm)
February 18th	March 6th	March 16th	May 22nd	Morning (7am-11am)
March 18th	April 3rd	April 13th	June 19th	Afternoon (12pm-4pm)
April 29th	May 15th	May 25th	July 31st	Morning (7am-11am)
May 27th	June 12th	June 22nd	August 28th	Afternoon (12pm-4pm)
July 15th	July 24th	August 3rd	October 9th	Morning (7am-11am)
August 12th	August 21st	August 31st	November 6th	Afternoon (12pm-4pm)
September 23rd	October 2nd	October 12th	December 18th	Morning (7am-11am)
October 21st	October 30th	November 9th	January 15th (2026)	Afternoon (12pm-4pm)

Holidays and School Closures

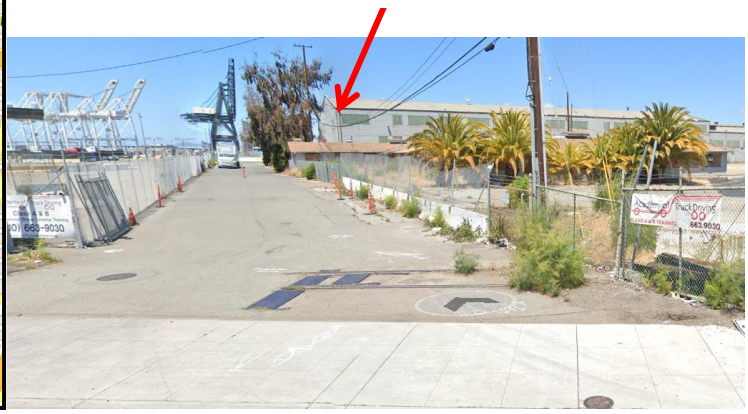
New Years Day	January 1st	**Independence Day**	July 4th
Dr. MLK Jr Day	January 20th	**Labor Day**	September 1st
President's Day	February 17th	**Veterans Day**	November 11th
Memorial Day	May 26th	**Thanksgiving Break**	Nov 27th-28th
Juneteenth	June 19th	**Christmas Break**	December 25th-31st

Maps & Directions

Oakland Campus



We are here, on the opposite side of the building facing the water.



School Address: 2585 Buna St., Bldg. 99
Oakland, CA 94607

(Cross Street Vukasin Way/ Maritime St)

Via Bus: From the West Oakland BART Station, AC Transit bus line # 28 stops at Peralta & 24th, and it is about a 25 minute walk via W. Grand Ave and Maritime Street to the school.
Via Bicycle: From the West Oakland BART Station, it is about a 13 minute bicycle ride via 7th Street and Maritime Street.

NOTE:

WE ARE NOT ON BURMA RD! If coming from West Grand direction, turn right on the next street (Vukasin Way) just before 17th Street intersection.

If coming from 7th Street direction, turn left just after 17th Street intersection onto Vukasin Way.

How to Enroll

Step 1: Attend An Orientation Session

- Explore the website at www.aCDLtruckdriver.com. Review the getting started page and school catalog.
- Complete an interest application online to book your group orientation session.
  - Online – Click on **Register for an Orientation** at www.aCDLtruckdriver.com
- Attend the Orientation for your selected date.

Step 2: Fill Out & Submit Your Student Application

- Complete the application on the next page
- Gather the required documents listed on pages 10-11 of this catalog and make an appointment to submit your application and documents. Book your appointment at https://aCDLtruckdriver.com/enroll.

Step 3: Sign Student Enrollment & Program Agreement

- Attend your enrollment appointment
- Submit your application and documents.
- Review and Sign School Performance Fact Sheet with an enrollment representative
- Review and sign Student Enrollment & Program Agreement with an enrollment representative

Congratulations
On Your Decision To Become A Commercial Driver

&

Welcome to

Academy of Truck Driving

www.aCDLtruckdriver.com
Office Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.
Training Hours: Monday – Friday, 7:00 a.m. – 4:00 p.m.
Evenings & Weekends
Group training available