



# **ADVANCE SCHOOL OF DRIVING**

## **CATALOG**

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**July 1, 2017 – June 30, 2018**

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**13946 Jurupa Avenue, Fontana, CA 92337**  
**P. (909) 349-2585 | (800) 635-0147 | F. (909) 349-2852**  
**<http://advanceschoolofdriving.com/>**  
*Revised: July 1, 2017*

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## **MISSION**

Advance School of Driving instructors provide students with the knowledge and skills to pass the DMV Commercial Driver License Test (Class-A and Class B) required for entry-level employment in the Commercial Truck Driving Industry. We provide truck driver education services that emphasize driver safety and responsibility. Our graduates serve the communities that need commercial driving services.

## **OBJECTIVES**

- To train students to become drivers in the commercial truck driving industry
- To maintain an academic environment leading to student growth and development
- To observe standards of behavior that support learning and mutual respect among our students, instructors, staff, and the community
- To observe academic policies and procedures consistent with state and Federal regulations within the trucking driving industry
- To serve the Trucking Industry by providing trained and professional drivers

## **APPROVAL**

Advance School of Driving 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.

## **ADMISSIONS**

### **POLICY**

A prospective student must:

- Have a high school diploma or equivalent. Advanced School of Driving will accept as a recognized equivalent of secondary education a GED, passing score on the California High School Proficiency Exam, a DD214 that indicates high school equivalency, a degree issued to the student that indicates the high school graduation, documentation of completion of a bachelor's degree or pass a California Commercial Class-A Permit exam (approved as an alternative to an ability-to-benefit exam by the Bureau of Private Postsecondary Education as of December 30, 2013).
- Be 21 years of age for interstate driving or 18 years of age for intrastate driving.
- Pass a D.O.T. physical examination

## **PROCEDURE**

Admission procedures include meeting with an Admissions representative to review goals, training programs offered, school policies and procedures, the school performance fact sheet, catalog, and graduation requirements.

Applicant will:

- Schedule an appointment with a school representative
- Complete a questionnaire that includes education, employment history, driving record, and health status.
- Participate in a personal interview with a school representative; discuss educational plans and financial arrangements
- Tour the facilities
- Receive and review copy of the School Catalog and the School Performance Fact Sheet
- Provide documentation of:
  - Have a high school diploma or equivalent.
  - Being 21 years of age for interstate driving or 18 years of age for intrastate driving.
  - Passing the D.M.V. written examination
  - Passing a D.O.T. physical examination
  - Commercial driver's license (CDL) learner's permit
- Review and Complete Enrollment Agreement

Prior to acceptance the applicant's driving record and overall suitability for the trucking industry will be reviewed. Each applicant is assessed on an individual basis.

## **INTERNATIONAL STUDENTS AND ENGLISH LANGUAGE SERVICES**

Advanced School of Driving does not offer visa services to prospective students from other countries or English language services. Advanced School of Driving does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. the admissions interview / activities ; and
2. receipt of prior education documentation as stated in the admissions policy.

## **FOREIGN TRANSCRIPT EVALUATION**

All foreign transcripts and degrees must be evaluated and translated to meet U.S. equivalency.

The following is a sample of foreign transcript and degree evaluators. Advance School of Driving does not endorse any evaluators.

- Foreign Consultants: <http://www.foreignconsultants.com/>
- Educational Credential Evaluators: <http://www.ece.org/>
- Educational Perspectives: <http://www.educational-perspectives.org/>
- International Consultants of Delaware: <http://www.icdel.com/>

- International Research Foundation, Inc.: <http://www.ierf.org/>
- World Education Services: <http://www.wes.org/>

### **TRANSFER OF CREDIT**

Advance School of Driving does not accept hours or credit through transfer of credit, challenge examinations, achievement tests, or experiential learning.

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

The transferability of credits you earn at the Advance School of Driving is at the complete discretion of the institution to which you may seek 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 transfer. If the credits 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 Advance School of Driving to determine if your credits or certificate will transfer.

### **ARTICULATION AGREEMENTS**

Advance School of Driving has not entered into a transfer or articulation agreements with any other college or university.

### **FACILITIES AND EQUIPMENT**

Advance School of Driving coursework takes place at: 13946 Jurupa Avenue, Fontana, CA 92337.

Advance School of Driving has 3,000 square feet facility comprises lecture rooms, labs, library, a lounge area for students, and the school administrative office.

From Monday to Friday between the hours of 6:30 a.m. and 2:30 p.m., students have library access to check out training DVD's and additional study materials relevant to school coursework.

Hands-on sessions are held on our 4-acre facility and various local range sites in the community where docking, backing, parking, and other truck driving maneuvers are taught and practiced.

The local area allows for city, open highway, freeway and mountain practice. This facilitates students with valuable experience driving under various conditions.

The facility accommodates up to 75 students.

The average class size for our training sessions fluctuates - from 3 to 12 students.

The student to instructor ratio for road instruction is 4 students to 1 instructor.

This institution, the facilities it occupies and the equipment it utilizes, fully complies with any and all federal, state, and local ordinances and regulations, including those requirements for fire, safety, and sanitation standards.

**Instructional Equipment:**

Advance School of Driving has all the necessary equipment for lecture, laboratory, and demonstration activities including a library consisting of training manuals and DVD’s. Behind-the-wheel, range, and street driving training equipment include a variety of tandem and single-axle trailers in assorted styles and lengths.

The following is a partial list of the equipment:

<b>Classroom Equipment</b>
Two (2) television sets with DVD players
Training DVD’s
Chalkboards
Charts
Displays
Training Publications
Maps
Tables and Chairs
Student Manuals

Driving Trailers	Quantity
53 Foot Trailer	One
45 Foot Van	Six
40 Foot Van	Three
27 Foot Doubles	Two
48 Foot Flatbed	One

Power Units	Quantity
2007, 2008, 2010 Late Model Cascadia /Colombia: freightliner conventional cabs, 3 – axle, 10 - speed transmission, twin screw, 60 series engine, condo-size sleeper.	Six
Yard/Conventional freightliners: 3-axle, 9 + 10 speed transmission, 60 series Detroit engine, 70” sleepers.	Four
Yard/International: conventional cab, 3-axle, 1 Detroit engine, 60” sleeper	One
Transit Bus/Coach: 40 passenger, 60 series Detroit engine.	One
Transit Bus/Coach: 40 passenger, 60 series Detroit engine.	One

**HOURS OF OPERATION**

Office Hours: 9:00 a.m. to 5:00 p.m. Monday through Friday

Instructional Hours		
Day Classes Monday through Friday	Mon. / Tues. / Wed. / Thurs. / Fri.	6:30 a.m. to 2:30 p.m.
Night Classes * Monday through Friday	Mon. / Tues. / Wed. / Thurs. / Fri.	2:30 p.m. to 7:00 p.m.
Saturday Day Classes *	Saturday	6:30 a.m. to 2:30 p.m.
*Please contact the school to inquire about Night Classes and Saturday Day Classes availability.		

## SCHEDULE AND CALENDAR

Classes are scheduled Monday-Friday between the hours of 6:30 a.m. and 2:30 p.m.

Graduation occurs following completion of course requirement as described in the curriculum section of the catalog. Classes are not scheduled on the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Day, and New Year's Day.

A special holiday may be declared for emergency or extraordinary purposes. Classes start every Monday except for observed holidays that fall on a Monday. In that case class will begin Tuesday.

## TRAINING PROGRAMS

### **Professional Truck Driving**

SOC Code 53-3032.00 – Heavy and Tractor-Trailer Truck Drivers

**Length:** 80 Hours

**Day Classes:** Two Weeks

**Night Classes:** Three Weeks

Class Schedule:		
Day Classes Monday through Friday	Mon. / Tues. / Wed. / Thurs. / Fri.	6:30 a.m. to 2:30 p.m.
Night Classes * Monday through Friday	Mon. / Tues. / Wed. / Thurs. / Fri.	2:30 p.m. to 7:00 p.m.
Saturday Day Classes *	Saturday	6:30 a.m. to 2:30 p.m.

\*Please contact the school to inquire about Night Classes and Saturday Day Classes availability.

### **Award:**

Students who pass both the driving and written cumulative final test issued by Advance School of Driving will receive a certificate.

### **Description:**

The Professional Truck Driving certificate session provides basic training in the principles and skills of commercial truck operations. The period includes 80 hours of classroom, lab, and driving instruction presented over two weeks.

The Professional Truck Driving course trains students for Class "A" Commercial Driving License examination.

Throughout the course, students learn about safety, integrity, responsibility, and professionalism for the occupation.

Upon graduation, students must pass a CDL Test administered by Department of Motor Vehicles to be eligible for an entry-level over-the-road or in-town truck driver. Use of Advance School of Training truck for the DMV California State Licensing Road Exam is included.

**Objective:**

CIP #49.025

This course/program is designed to prepare the student to get working in the transportation industry as quickly as possible without sacrificing the quality of training or the standards of the trucking industry.

<b>Professional Truck Driving Classes</b>			
Subject	Lecture Hours	Practicum Hours	Total Hours
Proficiency Development		20	20
Pre-Trip/Air System	10	12	22
Drop/Hook	1	1	2
Defensive Driving	1	3	4
Job Placement	1		1
DMV Preparation		8	8
Backing		23	23
<b>TOTAL HOURS</b>			<b>80</b>

**Complete Professional Truck Driving**

SOC Code 53-3032.00 – Heavy and Tractor-Trailer Truck Drivers

**Length:** 160 Hours**Class Sessions:** Four Weeks

Class Schedule:		
Day Classes Monday through Friday	Mon. / Tues. / Wed. / Thurs. / Fri.	6:30 a.m. to 2:30 p.m.

**Award:**

Students who pass both the driving and written cumulative final test issued by Advance School of Driving will receive a certificate.

**Description:**

The Complete Professional Truck Driving training session is designed to prepare students for the Commercial Driving License (CDL) Skills Test required to secure a Class-A Commercial Truck Driver's License with endorsements (doubles/triples, tankers and hazardous materials)

T – Double/Triples: “T” endorsement is required if the vehicle being driven requires a Class A CDL and is towing more than one trailer.

X – Hazardous Material and Tank, Combined: “X” endorsement is required if the vehicle being driven is transporting hazardous materials via a tank.

This comprehensive training highlights safety, pre-trip inspection, air break checks, vehicle maintenance procedures, and defensive driving techniques. Use of Advance School of Training truck for the DMV California State Licensing Road Exam is included.



**Objective:**

CIP #49.025

The course/program is designed not only to give the student the required knowledge to earn a Class A Commercial Truck Driver's License with endorsements (doubles/triples, tankers and hazardous materials) but is a comprehensive course that provides the student with the substantial knowledge and practical skills necessary to become one of today's premier entry-level truck drivers.

Instruction time consists of a combination of classroom, lab and practical training. Use of our truck at DMV for your State Licensing Road Exam is included along with career services assistance.

<b>Complete Professional Truck Driving</b>			
Subject	Lecture Hours	Practicum Hours	Total Hours
DOT/ Rules-Regulations	2		2
Pre-Trip/Air Systems	20	20	40
Permit Study w/Endorsements	16		16
Backing		40	40
Vehicle Systems		12	12
Defensive Driving	5	4	9
Proficiency Development		35	35
Drop/Hook	1	1	2
DMV Preparation		3	3
Job Placement Assistance	1		1
<b>TOTAL HOURS</b>			<b>160</b>

**TUITION AND FEES**

Course/Program	Registration Fee Non-Refundable	*Student Tuition Recovery Fund Non-Refundable	Tuition	**Total Costs
Professional Truck Driving	\$250.00	\$0	\$ 2,745.00	\$2,995.00
Complete Professional Truck Driving	\$250.00	\$0	\$ 4,745.00	\$4,995.00

\* Student Tuition Recovery Fund (STRF) = \$0 for every \$1000 of tuition, rounded to the nearest \$1,000.

\*\* **Estimated charges for the entire program.**

Additional Fees Payable to a Third Party	
DMV License - Commercial Class A or B	\$73.00
Medical (DOT Physical Examination)*	\$65.00
DMV Driving Record Printout**	\$5.00
DMV Retest Fee (if applicable)	\$33.00

\*DOT Physical Examination: To apply for a Commercial Driver License, students will need to provide DMV a Medical Report

\*\*DMV Driving Record Printout required by California Highway Patrol in order to drive trucks during the training. DMV requires that trucking school students have a valid Class-C License.

### **Payment**

All tuition and fees are payable prior to commencement of classes. Tuition includes all study materials.

The school participates in state third-party payer programs, such as rehabilitation payment programs. If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

### **Payment Types Accepted**

Cash, Money Order, Cashier's Check, Visa, MasterCard, and Discover (no personal checks accepted).

### **DRIVER'S LICENSING REQUIREMENTS**

Residents of California are required to have a class "A" driver's license to drive a tractor trailer. School graduates must pass a California Department of Motor Vehicles driving examination at a location specified by the department. This examination is based on the federal Commercial Driver's License examination which is accepted by most states. The examination is a state requirement and is not part of the course of study. The courses/programs offered by the school will assist the student in preparing for this examination. At no additional cost to its graduates, the school will set an appointment as soon as possible after graduation and provide a tractor trailer and licensed employee for the purpose of testing. In the event a person fails, the school will set an appointment for re-testing. Appointments for initial testing take priority.

### **STUDENT TUITION RECOVERY FUND (STRF)**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program, attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

## **CANCELLATION & REFUND POLICY**

### **STUDENT'S RIGHT TO CANCEL**

1. Students have the right to cancel their agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. At the end of the cancellation period, students may withdraw from the school and receive a pro rata refund if they have completed 60 percent or less of the scheduled hours in the current payment period in their program through the last day of attendance. The refund will be less the Registration Fee not to exceed \$250.00 if the

student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 13946 Jurupa Avenue, Fontana, CA 92337. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less the Registration Fee not to exceed \$250.00 and less any deduction for equipment not returned in good condition within 45 days after the notice of cancellation is received.

### **WITHDRAWAL FROM THE PROGRAM**

Students may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if they have completed 60 percent or less of the scheduled hours in the current payment period in their program through the last day of attendance. The refund will be less the Registration Fee not to exceed \$250.00. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student may be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount

shall be paid to the student. 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.

### **Chapter 33 (The Post 9/11 GI Bill) Disclosures**

The veteran is responsible for any overpayment incurred as a result of not completing courses. In the event a veteran does not complete a course, schools should follow their established student refund policy. VA will work with student to resolve overpayment.

Schools are required to report, without delay, the enrollment, interruption, and termination of attendance for each person enrolled in an educational assistance program administered by VA.

U.S. Department of Veterans Affairs | 810 Vermont Avenue, NW Washington DC 20420

In addition to reporting any changes in enrollment status, schools will be held responsible for refunding payments as appropriate. The following list explains when a school will be responsible for refunding VA:

- The student never attended classes for which he/she was certified (regardless of the reason for non-attendance).
- The student completely withdraws on or before the first day of the term. (If a student reduces, the debt shall be assessed to the student.)
- The school received a payment for the wrong student.
- The school received a duplicate payment.
- The school submitted an amended enrollment certification and reported reduced tuition and fee charges, reduced Yellow Ribbon amount, or both.
- The student died during the term, or before the start of the term.
- VA issued payment above the amount certified on the enrollment certification that was used to process the payment (VA data entry error).
- All other overpayments will remain the responsibility of the student.

## **POLICIES & PROCEDURES**

### **Policy of Nondiscrimination**

In the administration of its policies and programs, Advance School of Driving does not discriminate against students or applicants for admission, or employees or applicants for employment, on the basis of sex, race, color, creed, age, or national or ethnic origin. An otherwise qualified individual shall not be excluded from admission, employment or participation in educational programs and activities solely by reason of his or her handicap. So too, the facilities provide wheelchair access for handicap students and faculty.

Nondiscrimination is consistent with the principles and practices of Advance School of Driving and is in compliance with regulations of the Internal Revenue Service, Title IX of the Educational Amendments of 1972 and regulations adopted pursuant thereto, by Title VI

and Title VII of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973, as amended.

### **Class Size**

The average class size for our training program is approximately three to twelve students. The student to instructor ratio for road instruction is 4 students to 1 instructor.

### **Attendance**

Students are expected to attend all scheduled classes. To complete a successful module of training, the ration of absences or tardies must not exceed 20% of the module time. Attendance evaluation will occur on the first day of class each week. Students not meeting this requirement will be placed on attendance probation. In addition, a student who is absent three (3) consecutive days will be subject to dismissal or attendance probation.

Students are encouraged to schedule personal appointments after school hours and to notify the school in advance when an absence is going to occur.

### **Tardiness**

Tardiness is a disruption of the learning process. Three incidents of tardiness, or of leaving school early without a legitimate excuse, within 30 days, will be considered as one absence. Tardiness exceeding three days will result in the student being placed on attendance probation.

### **Leave of Absence**

Written requests for leave of absence will be considered and may be granted at the discretion of the school administration. The standard leave of absence may not exceed 30 days during a program. If more than 30 days are needed as a result of illness, the leave of absence may be extended up to 100 days if requested in writing by the student's physician. Only one leave of absence is allowed. Students may re-enter at a less advanced level.

### **Statement of Satisfactory Academic Progress**

Students are evaluated on a regular basis, on theory and practical driving skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a "C" average to maintain satisfactory academic status. The system detailed below is the grading system utilized in this school. Students must have good coordination, show an aptitude for trucking, and possess the ability to learn the various phases of truck driving.

Students must maintain a grade average of at least 70%. The grading scale is shown below:

90%-100%	A	Excellent
80%-89%	B	Above Average
70%-79%	C	Satisfactory
60%-69%	D	Unsatisfactory
50%-below	F	Failing

The school uses a Student's progress report to record students' progress. Instructors give tests weekly. 70% is the minimum-passing grade certifying completion.

### General Statement

The Higher Education Act mandates that institutions of higher education establish minimum standards of **"SATISFACTORY ACADEMIC PROGRESS"** for students receiving financial aid. The school applies these standards to all students regardless of whether or not they are financial aid recipients.

Satisfactory academic progress is defined as meeting acceptable standards as defined by pre-determined objectives of the institution. These objectives are directly correlated with the performance standards set by the school.

### The Elements of Satisfactory Academic Progress Are:

- 1) Students are graded as they complete units of the curriculum. Grades are determined as a compilation of examination scores (written and practical) and such other criteria and observations as the school deems appropriate in the training of technical personnel.
- 2) To maintain Satisfactory Academic Progress a student's cumulative grade point average must not fall below 70%.
- 3) To maintain Satisfactory Academic Progress, a student attending on a full time basis has maximum time frames in which to each their graduation certificate. These maximum time frames are as follows:

<b>Course: Professional Truck Driving - 80 Hours</b>	
Day Term Average Length	2 Weeks
Day Term Maximum Length	3 Weeks
Night Term Average Length	3 Weeks
Night Term Maximum Length	5 Weeks

<b>Course: Complete Professional Truck Driving - 160 Hours</b>	
Average Length	4 Weeks
Maximum Length	6 Weeks

These time frames are based upon full time attendance in the day or night classes and the students start date and will be adjusted on a pro-rata basis, in the event that the student changes from one curriculum or schedule to another.

All students will be evaluated upon completion of each module of the stated course to determine if, on a percentage basis the student has made sufficient progress towards the course objectives, the obtaining of a certificate and the completion on the entire curriculum within the maximum time frame expressed in the prior paragraph.

- 4) To maintain Satisfactory Academic Progress, a student may have absences (net of make-up time) of up to 20% of the total course length. Lost attendance time while a student is on an approved leave of absence will not be counted as absent time. Students will be given an opportunity, at the discretion of the Chief Academic Advisor and subject to the availability of space, to repeat, remediate or make up lost work. This work shall be given full standing credit with respect to the evaluation of the student's maintaining of satisfactory progress. A student not maintaining Satisfactory Academic Progress will be placed on probation. If, at the end of the probationary period, the student shall be deemed ineligible for financial aid awards and may be subject to expulsion at the discretion of the Chief Academic Advisor.

A student placed on academic probation or deemed not to be making satisfactory academic progress may review the determination and may appeal the determination through the Chief Academic Advisor whose judgement in this matter shall be final, conclusive and binding.

### **Academic Review Procedures**

1. Challenging the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for challenge.
2. The Director, in consultation with the instructor will review all requests; and determination made to either retain the records intact or change them.
3. The student may meet with the Director and anyone he/she may designate to review the conclusions. The Director's determination is final.
4. Parental access to records is not permitted unless student is a dependent, in which case all items in numbers 3 and 4 shall apply to parents.

### **Incomplete Subjects and Remediation**

Students will be given an opportunity, at the discretion of the Chief Academic Advisor and subject to the availability of space, to repeat, remediate lost work. This work shall be given full standing and credit with respect to the evaluation of the students maintaining of satisfactory progress.

### **Withdrawal and Reinstatement**

A student not maintaining satisfactory progress during the first 25% of the stated course period will be placed on academic probation for the next 25% of the course. If at the end the probationary period, the student has not corrected the progress of his deficiencies the student shall be deemed ineligible for financial aid awards and may be subject to expulsion at the discretion of the Chief Academic Advisor.



## **Completion/Graduation Requirements**

To complete the course, a student must have a minimum overall grade point average of 70% or better and maintain an 80% attendance ratio, fulfill all other requirements stated in this catalog and be in good financial standing with the school. A certificate of completion is awarded once these requirements are fulfilled.

## **Grading System**

90%-100%	(A)	4.0	Excellent
80%-89%	(B)	3.0	Above Average
70%-79%	(C)	2.0	Satisfactory
60%-69%	(D)	1.0	Unsatisfactory
50%-below	(F)	0.0	Failing

## **Student Conduct**

Students attending Advance School of Driving are expected to act with courtesy and consideration toward instructors, staff, and other students. An important factor in the training process is the development of a professional attitude. Students are expected to observe proper etiquette and basic standards of social conduct. Improper conduct is sufficient cause for dismissal.

## **Student Dress Code**

Students are preparing for a professional career while they are studying. Our dress code is based upon trucking industry standards. As a general rule it allows for casual attire with a clean, neat appearance. It is best while training or driving to wear comfortable clothing that you don't mind getting a little dirty. Although casual clothing is the industry standard this should not be an excuse to neglect proper hygiene. Appearance can be vitally important in successfully obtaining employment. Employers frequently visit the school and in doing so may evaluate the appearance of prospective employees.

## **Student Records**

Students have access to their permanent records and transcripts, located in the Director of Training's office, Monday through Friday from 9:00 a.m. to 5:00 p.m. The review will be allowed under appropriate supervision. Requests must be made in writing to the Director of Training.

## **Transcripts and Records**

Complete copies of records, reports, and grades are kept in each student's file. Copies of school records will be made available to students who are in good financial standing with the school. Receipt of written consent from the student is required before records may be released to a third party. Requests must be made in writing.

## **Right of Privacy**

Student's records are confidential and only those agencies or individuals authorized by law are allowed access without written permission of the student. As an Advance School of Driving student you will be asked to give the school written permission to release both academic and placement related information to prospective employers.

Student records will be maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

## **STUDENT SERVICES**

### **Academic Advising**

Academic advising may be initiated by school personnel or the student when the need is identified.

### **Housing**

Advance School of Driving does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Fontana, CA rental properties start at approximately \$895.00 per month. Internet search results display Fontana hotel accommodation rates that fluctuate from \$70.00 to \$120.00 per night.

### **Library**

From Monday to Friday between the hours of 6:30 a.m. and 2:30 p.m., students have library access to check out training DVD's and additional study materials relevant to school coursework.

### **Career Services**

Career Services assistance is provided. However, it is understood that neither Advance School of Driving nor any of its agents, employees, or representatives can nor do promise or guarantee employment or a given level of income or wage rate to any student or graduate.

Career Services are helpful additions to your employment assessment, consideration and job search.

Advance School of Driving offers career assistance, which may include:

- Assistance with the preparation for employment interviews and completion of applications
- Direct employer referrals (for students who successfully complete the program and receive their certificate)
- Information regarding job market and employment trends
- Assistance with Job Search research skills

- Advising Appointments (in person, phone): Schedule appointment with a school administrator to discuss your professional needs.

Tuition payments must be current for career assistance services. Graduates may use career services upon request.

### **Drug Prevention Program**

Advance School of Driving offers drug and alcohol prevention program information to all students.

### **Transportation**

For those without transportation to the school, the L.A. Transit District and the Metro-Link rail system operate daily throughout the area with local stops near the school.

### **Student Grievance Procedures**

In the case of a student complaint, the following procedures must be followed without exception:

1. Complaints directed at an individual professor or staff member shall be discussed directly with the individual involved. This must be done at the time of the complaint during the current term.
2. If one-on-one discussions fail to result in a satisfactory resolution, a written complaint may be submitted to the Director of Training. Student must complete this step within two weeks of incident.
3. Students may file a complaint about this institution with 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](http://www.bppe.ca.gov)

## **MANAGEMENT, STAFF & FACULTY**

### **Executive Office**

**Glenn Bither**

President and Chief Academic  
Officer

**Kevin Bither**

Chief Executive Officer and  
Chief Operating Officer

**Charlie Di Fiore**

Director of Training

### **Staff**

**Vicky MacKay**

Executive Administrator

**Tiffany Krajcir**

Student Services

**Yolanda Garcia**

Receptionist

### **Faculty**

**Andrew Bither**

Transportation, 8 Years' Experience  
Class A and B CDL  
DOT Medical Examiner's Certificate

**Juan Sanchez**

Transportation, Diesel Mechanic, 18 Years'  
Experience  
Class A and B CDL  
DOT Medical Examiner's Certificate

**Jose Medina**

Transportation, 17 Years' Experience  
Class A and B CDL  
DOT Medical Examiner's Certificate

**John Gray**

Transportation  
30 Years' Experience  
Class A and B CDL  
DOT Medical Examiner's Certificate

**Gregg Walsh**

Transportation, 7 Years' Experience  
Class A and B CDL  
DOT Medical Examiner's Certificate

**Kevin Lake**

Transportation, 11 Years' Experience  
Class A and B CDL  
DOT Medical Examiner's Certificate

**Jacob Elsdon**

Transportation, 10 Years' Experience  
Class A and B CDL  
DOT Medical Examiner's Certificate

**Gaudencio Alvarez**

Transportation, 10 Years' Experience  
Class A and B CDL  
DOT Medical Examiner's Certificate

## **STATE OF CALIFORNIA**

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.

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

Advance School of Driving is not accredited by an agency recognized by the United States Department of Education (USDE) and students are not eligible for federal financial aid programs.

Advance School of Driving has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

Advance School of Driving does not admit ability-to-benefit students.

## **CHANGES**

Information about Advance School of Driving is published in this catalog that contains a description of policies, procedures, and other information about the College. Advance School of 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 with an effective date. Students are expected to read and be familiar with the information contained in the catalog, in any revisions, supplements and addenda to the catalog, and with all college policies. By enrolling in Advance School of Driving, the Student agrees to abide by the terms stated in the catalog and all Advance School of Driving policies.