

Skyway Trucking School

CATALOG

JANUARY 1, 2014 – DECEMBER 31, 2014

**16934 Smoke Tree Street
Hesperia, CA 92345
(877) 6758-9929 Fax (760) 956-7201
www.skywaytruckingschool.com**

A Message from the Director

Thank you for taking the time to review our catalog. We started this school with the goal of training members of our community that are interested in becoming Professional Truck, Tractor or Trailer drivers. For more than a decade now, we have welcomed students from all walks of life, providing quality driving instruction at an affordable price by offering Tractor & Trailer Driving Courses.

In California, Truck Drivers must have a Class A driver's license to drive heavy trucks. All applicants for a class A license or for those that are renewing their license, must meet the following minimum requirements: have a good driving record; be at least 18 years old for driving within the state, or 21 years old to transport out-of-state cargo; plus they must pass a medical examination that requires good hearing, 20/40 vision, with or without glasses, normal use of arms and legs (unless one gets a waiver) and normal blood pressure. All drivers must pass written exams and road driving tests, and must meet the state licensing and driving requirements for the truck being driven, our students passing rate as of the last year is 95% on driving test and written test is 98%.

Our training programs are stress safety through knowledge of Federal Department of Transportation (DOT) rules and regulations. Candidates will be given necessary knowledge and classroom training to help them meet the stringent requirements of the national commercial driver's license examination.

I believe that you will find that the Skyway Trucking School offers a kind of short-term and medium-term programs for anyone interested in entering the trucking industry or for those that need to upgrade their employment skills.

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Catalog is updated annually

The catalog is available to prospective students if they visit our campus. We also will send a copy of the catalog to anyone who requests a copy. Each person that comes to enroll receives a copy of the catalog as part of the enrollment process.

Class sessions are held at 16934 Smoke Tree Street, Hesperia, CA 92345.

Skyway Trucking School is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval means that the institution is in compliance with the California Private Postsecondary Act of 2009.

Bankruptcy

Skyway Trucking School has no pending petition in bankruptcy. The SCHOOL NAME is not operating as a debtor in possession. The SCHOOL NAME has not filed a petition within the preceding five years, nor 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.

Review Documents prior to Signing

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.

GENERAL INFORMATION

Mission, and Objectives

Our mission at Skyway Trucking School is to provide our students with the knowledge and skills required to become professional Truck or Tractor/Trailer Drivers by fostering competence, professionalism, and exceptional safety practices and through by the trucking industry with specialized, well-trained and safety conscious individuals.

Objectives

The school provides its students with the finest driving instructors from varied backgrounds. Our programs are designed to provide the most up to date training and hands-on instruction while preparing the students to become qualified truck drivers.

Our objectives include: creating and sustaining quality educational offerings, while helping to change peoples' lives and to serve the trucking industry by sustaining an irrefutable reputation by providing high-quality drivers.

This is accomplished by professional faculty, a well-qualified administration and knowledgeable support staff. Students are accepted on their ability to benefit without regard for race, color, or creed.

Our programs are designed with a combination of classroom instruction and practical hands-on training in a work stimulated environment that prepares individuals for career opportunities in the trucking industry.

Facilities and Equipment

All class sessions are held at 16934 Smoke Tree Street, Hesperia, CA 92345. The space is divided into a reception area, one administrative office and classrooms with a restroom. There is a large parking and driving area by the school where students receive practical training. Instruction is in the residence with a facility occupancy level that will accommodate 20 students at any one time.

Skyway Trucking School provides instruction for its programs with up to date equipment such as commercial tractor trailer vehicles, computers and instruction manuals. All of this equipment is owned.

Library

Copies of the following books are kept at the office: Bumper to Bumper Text, DMV Booklet, The Interstate Truck Driver's Handbook, Federal Motor Carrier Safety Regulation Handbook (D.O.T. Safety Regulations) and Log Book. A copy of all of these are kept at the school facility for the student if they need to use them. Students may ask for a copy at the office anytime.

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 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833, www.bppe.ca.gov toll free Number 888-370-7589, Telephone Number 916-431-6959 .

Complaint

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 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

Notice Concerning transferability of credits and credentials earned at our institution

"The transferability of credits you earn at **Skyway Trucking School** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **diploma** you earn in the **educational program** is also at the complete discretion of the institution to which you may seek to transfer. If the **diploma** 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 **Skyway Trucking School** to determine if your **diploma** will transfer.

ADMISSIONS

Statement of non-discrimination

Skyway Trucking School does not discriminate in its enrollment practices on the basis of race, religion, national origin, gender or ethnicity.

Admission

Required Statements

“A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution.”

Students who studied in a language, other than English at the secondary school level or whose native language is not English must take the Test of English as a Foreign Language (TOEFL) examination to determine if the student has sufficient English language skills to satisfactorily complete the institution’s programs. Students must have a minimum total score of **500** paper-based, **173** Computer-based **61**-internet based.

The school director or admissions officer will discuss the pros and cons of becoming a professional truck driver so candidates have all the relevant information to make an informed career decision. We believe it is important that candidates understand what it takes to become a professional truck driver before they get into the profession. You will be given a catalog. The student is encouraged to review the catalog and school performance fact sheet before enrolling.

During the discussion we will discourage candidates with bad driving records to enroll in the course. During the interview, we will point out the consequences of bad driving such as excessive citations and DUI violations when trying to obtain and maintain employment within the trucking industry. Again, we will emphasize safe and defensive habits are critical to the success of professional drivers.

To be accepted for training, applicants must be able to:

- Have a high school diploma or GED
- Submit current driver’s license
- Submit Social Security card
- Pass a DOT physical! Drug Screening
- Provide a DMV printout! Completed application form
- Personal interview(in person or via telephone)
- Completed enrollment agreement and a non-refundable \$75 registration fee

All students that attend Skyway Trucking School must be at least 18 years of age. State and federal law has set the minimum age of 18 for commercial driving for the State of California. Interstate drivers must be at least 21 years of age.

If you do not have a high school transcript or equivalent, you must take the **Wonderlic Basic Skills Test™**. This must be arranged with an independent test administrator. No further progress in the enrollment process can proceed until the results of the **Wonderlic Basic Skills Test™** are

received. You may not proceed further until the results of this exam have been received by the school. A graduate of a non-accredited high school, who is at least 18 years of age, or a transfer from a non-accredited collegiate institution, may be admitted if the Executive or designee determines the student is capable of profiting from the instruction offered at Skyway Trucking School and they successfully pass the **Wonderlic Basic Skills Test™**. A **minimum Verbal score of 200** and a **minimum Math score of 210** are required. If the prospective student fails the second test V-S 2, then she/he may take the test again with a sixty-day waiting period from the date the first/second test was taken in order to take V-S 1 or V-S 2 test again. If the prospective student fails the third test, she/he may take the V-S 1/ V-S 2 test within 12 months period. If admitted, you will be on a provisional status and thereafter must comply with all school rules and regulations and remain in good standing as a condition of remaining enrolled at Skyway Trucking School. Upon completion of 50 hours of work at Skyway Trucking School with a minimum grade-point average of 2.0, full status will be granted.

DOT Physical examination

Each student will need to get a DOT physical examination, before being accepted as a student. The DOT physical examination must be performed by an approved M.D., D.O, P.A, N.P. The physical examination is required by DOT to determine, whether it ever is physically fit to drive a truck. Every student is responsible for paying the fee for the DOT physical exam. The price ranges from \$35-\$75. If a student fails a DOT physical test he/she cannot get their “A” licenses and therefore will not be accepted as a student

DMV Driving Record Printout

Every student will be informed that a DMV printout is required by CHP to drive trucks during the training. DMV usually charges five dollars for such a printout. Which must be paid by the applicant, DMV wants to make sure, trucking school students have a valid class “C” license. Any applicant, who cannot obtain a DMV driving record for now, that confirms his or her valid class “C” license, will not be accepted as a student.

Transfers

Skyway Trucking School does not have any articulation agreements and does not accept any transfers of credit from any other school

Skyway Trucking School does not accept any Experiential Learning credits.

VISA

1. No visa service are provided.
2. Students who studied in a language, other than English at the secondary school level or whose native language is not English must take the Test of English as a Foreign Language (TOEFL) examination to determine if the student has sufficient English language skills to satisfactorily complete the institution's programs. Students must have a minimum total score of **500** paper-based, **173** Computer-based **61**-internet based. No English services are provided.
3. Instruction is conducted in English only.

Course Description

The Tractor/Trailer Course (Class A) will include in-depth study of DOT safety rules and regulations. All students must be prepared for vigorous study of the material and homework assignments. Students will be taught with various types of Tractor Trailer combinations and will be given defensive driving techniques and skills, required for emergencies procedures during driving. All students will drive on the open road, on the freeway, highway and city traffic conditions. We will put heavy emphasis in defensive driving skills, backing the trailer and emergency procedures. All graduates will receive a Diploma who pass both the driving and written test issued by Skyway Trucking School. The issuance of the diploma is designated to reflect the student's ability to successfully pas the DMV driving skills test.

The Tractor/Trailer course consists of 160 hour of training over a period of four weeks of both actual driving and observation time.

| Class Title | Lecture Hours | Practicum Hours | Total Instructional Hours |
|-----------------------|---------------|-----------------|---------------------------|
| Orientation | 5 | | 5 |
| Your Brake System | 5 | | 5 |
| DOT/Logbook Training | 20 | | 20 |
| Safety Procedures | 10 | | 10 |
| Vehicle Inspection | | 6 | 6 |
| Around Truck | | 6 | 6 |
| In Cab | | 6 | 6 |
| Air Brake Adjustment | | 8 | 8 |
| Straight Back | | 8 | 8 |
| Parallel Park Backing | | 8 | 8 |
| Skilled Braking | | 8 | 8 |

| | | | |
|-------------------------|----|-----|-----|
| Maneuver | | | |
| Coupling and Uncoupling | | 8 | 8 |
| Shifting | | 8 | 8 |
| Double Clutch | | 8 | 8 |
| Upshifting | | 8 | 8 |
| Downshifting | | 8 | 8 |
| Basic Controls | | 8 | 8 |
| Turns | | 4 | 4 |
| Mirrors | | 4 | 4 |
| Lane Position | | 4 | 4 |
| Brakes | | 4 | 4 |
| Scanning for Hazards | | 6 | 6 |
| Total Hours | 40 | 120 | 160 |

Graduation Requirements

To graduate from Skyway Trucking School, a student must successfully complete all of the courses by achieving an average grade of 70% (GPA of 2.0) or more. The student must also meet the attendance policy and thereby maintain an overall attendance rate of 100%.

Student must have fulfilled all financial arrangements as stated on the ENROLLMENT AGREEMENT.

A Diploma shall be granted to those students who successfully pass both the driving and written test issued by the institution. The issuance of the certificate is designed to reflect the student's ability to successfully pass the DMV driving skills test.

To apply for a commercial permit, you will need to:

- Visit a DMV Office (make an appointment for faster service)
- Complete application form DL 44 (An original DL 44 form must be submitted. Copies will not be accepted.)
- Give a thumb print
- Have your picture taken
- Provide verification of your social security number, It will be verified with the Social Security Administration while you are in the office.
- Verify your birth date and legal presence (you may use your California Driver License)
- Pay the \$66 application for a 5 year license. (included in the tuition)
- Pass a vision exam
- Submit a completed Medical Examination Report form DL 51 (An original DL 51 form must be submitted. Copies will not be accepted.) Effective October 1, 2004, DMV will accept only a Medical Examination Report (DL 51) with a revision date of 2/2004 or later, or a current medical form (containing new blood pressure guidelines) approved by the Federal Highway Administration or the Federal Aviation Administration.
- Pass the traffic laws and signs tests for the class of vehicle you will drive. You have three chances to pass the test.
- To apply for your commercial driver license you will need to:

- Call a DMV CDL office and make an appointment (driving test appointments cannot be made online) (School will make the appointment)
- Bring the type of vehicle for the class you want to drive (We supply all vehicles for testing)
- Pass a pre-trip inspection. (You have three chances to pass the pre-trip)
- Pass a skills and driving test (You have three chances to pass the skills and driving test)

After you pass your driving test you will be issued an interim license valid for 60 days until you receive your new photo license in the mail.

Skyway Trucking School is not a degree granting institution.

FEES AND EXPENSES

Total Charges:

| | | |
|------------------------------------|-------------------|---|
| Tuition: | \$ 3024.00 | |
| Registration Fee (Non-Refundable): | \$ 75.00 | |
| STRF - (Non-Refundable) | \$ 1.00 | (\$0.50 for each \$1,000 institutional charges) |
| Equipment: | \$ 0.00 | |
| Textbooks: | \$ 0.00 | |
| Total: | <u>\$ 3100.00</u> | |

Student Tuition Recovery Fund

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 of 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 STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.

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

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel under which it is explained that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after the enrollment, whichever is later.

Refund Policies

The institution shall refund 100 percent of the amount paid less a reasonable deposit or application fee not to exceed two hundred and fifty dollars (\$250) if notice of cancellation is made through attendance at the first class session, or the seventh day after the enrollment, whichever is later. The refund policy for students who have completed 60 percent less of the period of attendance shall be pro rata refund. The institution shall pay refunds within 45 days of a student's cancellation or withdrawal.

| | | |
|---|---|--|
| Total Amount Paid for Instruction (Includes all fees, but no equipment) | Registration Fee - | Adjusted Amount Actually Paid for Instruction |
| \$3025.00 | \$75.00 | \$3,100.00 |
| Adjusted Amount Actually Paid for Instruction | Hours of Instruction not Received but for which <u>Student has Paid</u> Hours of Instruction For | Final Refund |
| \$3100 (times) | $\frac{100 \text{ (Hrs Received)}}{160 \text{ (Hrs Paid For)}}$ | \$2,378.50 |

ACADEMIC INFORMATION

Faculty

Joseph Hernandez Jr- License number U1016532 ISS date 10-18-2012.
14 years' and 6 months experience driving and training drivers.

Jagtar Sandhu- License number C1162049 ISS date 11-4-2010
12 years' experience driving and training drivers.

Eduardo Frayre- License number B7133853 ISS date 06-02-10, 3 years' experience driving,
Forklift Certified, Bilingual

Skyway Trucking School does not currently participate in any form of Federal or State financial aid programs.

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

Skyway Trucking School does not currently participate in any form of financial aid programs.

Student Achievement

Grading Skyway Trucking School utilizes letter grades. Grades are reported to students in writing from the Registrar's Office. Grade reports are issued to students at the completion of each schedule level or module. Grades are based on the quality of work shown by written tests, practical work and projects as indicated on the course syllabus. The grading scale is as follows:

| Letter Grade | Quality Points | Percentage | Indicator |
|--------------|----------------|------------|---------------|
| A | 4.0 | 100-90% | Excellent |
| B | 3.0 | 89-80% | Good |
| C | 2.0 | 79-70% | Average |
| D | 1.0 | 69-60% | Below Average |
| F | 0.0 | Below 60% | Failure |
| I | 0.0 | | Incomplete |
| W | | | Withdrawn |

Application of Grades:

The chart above describes the impact of each grade on a student's progress. For calculating the rate of progress, grade of F (failure), W. {withdrawn}, and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. A W. will not be awarded after reaching 60% of the term. Withdrawal after reaching 60% of the term will result in the students receiving an F. The student must repeat any required course for which a grade of F. or W. is received. Students will only be allowed to repeat courses in which they received a D. or below. In the case of a D. or F., the higher of the two grades is calculated into the CGPA.

Full tuition will be charged for any portion of a course that is retaken. To receive an incomplete, the student must petition, by the last week of the module, for an extension to complete the required course work. The student must be satisfactorily passing a course at the time of the petition. Incomplete grades that are not completed within two weeks after the end of the module will be converted to an F. and will affect the students CGPA. The school reserves the right to extend the time needed to make up an Incomplete grade.

Academic Probation and Drop Policies

At the end of the schedule module or level, a grade is assigned to each student based on the teacher's evaluation of the students in class performance and test results. If student's grade is below 70% the student will be automatically placed on academic probation, and is informed of this fact in writing.

This probationary status is removed and student repeats the module or level and completes the level or module by receiving a grade of C. (70%) or higher. The student on academic probation is allowed only one opportunity to earn the required grade by receiving a grade of 70% or higher, and *may* not repeat the program segment a second time. If the student's grade point averages has not return to a "C". (70%) or higher, the student is dropped from the program. A student is allowed only one academic probation during the scheduled length of a program. If the student succeeds in having this probation status removed in accordance with the above policy and if the student has earned 75% of the total grades, the student will be allowed a secondary academic probation.

Graduation:

Students who successfully complete their course with a grade C or better will be eligible for graduation. Eligible students or graduates from courses after passing their class "A" tests from the DMV will receive a diploma.

School Drop Policy

Students may be dropped by the School from a program for any of the following: unsatisfactory academic performance (below a "C") after given a probationary period; insufficient lesson responses, failure to complete program within the maximum timeframe allowed; medical excuse from physician; failure to adhere to Student Code of Conduct; failure to pay charges when due; breach of the school's ENROLLMENT AGREEMENT. Students may be readmitted to their program of study only upon approval of the Director.

Termination, Appeal, and Reinstatement;

Students find it necessary to discontinue their training, they should arrange to meet with the school Director to discuss that situation and submit written notification of the request. Students shall be terminated for failure to...

- Meet minimum standards for academic progress,
- Meet the minimum conduct standards of the school, or
- Fulfill their financial obligations according to their agreement with the school.

Whether termination of the student is voluntary or involuntary, students should realize that they will remain obligated for the amount of tuition and fees due the school based on the refund policy. Students have the right to appeal dismissal decisions made by the school of administration by submitting a written request to the school Director describing any circumstances or conditions, which warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the School Director. Apart from registration fee of \$75 there are no other administrative costs associated with withdrawal or termination.

Unofficial Withdrawal

If the student fails to attend school for more than 10 consecutive days, the school will consider this student a drop and automatically withdraw him/her from the program.

Automatic Withdrawal

A student will automatically be withdrawn from the program for the following reasons:

- Failure to attend school for 10 consecutive class days.
- Failure to return from an approved leave of absence on the scheduled return date
- Failure to maintain satisfactory progress for two consecutive modules.
- Failure to fulfill financial agreements
- Failing any course in the program twice during the one enrollment

Appeal

Suspended or terminated students may appeal the school's decision in writing to the school director. The school must receive the appeal from the student within three business days of being notified of the dismissal. All appeals will be responded to within ten (10) business days of receipt by the school.

Attendance Policies

The school's attendance policy approximates the exceptions found in a working situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the trucking industry. Due to short-term nature of some of the courses, a regular attendance is very important during the training program. If student is absent from the course even once or twice, it will be very difficult to make up, especially the field training and students may not be able to graduate on time unless the student makes an effort to make up missed training. We will encourage all students to let us know if they cannot attend a class in advance due to sickness or family emergency and will make other arrangements to make up for lost school time. Students are expected to maintain good attendance. Students should strive to attend consistently in order to master the required skills in the time allowed. Failure to attend regularly and progress satisfactorily may result in loss of desired attendance schedule or possible dismissal from the program

Absence:

An absence will be considered as "excused" under the following conditions: Sickness, death or birth in the immediate family. All excused absences must be in writing and will have the

discretion of the lead instructor and/or the school director. All other absences will be considered "unexcused".

Tardiness:

Tardiness is a disruption of a good learning environment and is strongly discouraged. We believe that punctuality is very important not only during the course also in the trucking profession as a whole. Students who arrived more than 20 minutes late for class time during any given class are recorded as incomplete and considered absent for that class hour. Tardiness without good reason on three occasions will be considered "unexcused".

Makeup work:

Only excused absences will qualify for makeup work. Students must schedule makeup work with the instructor only. All incomplete work must be made up before a student can graduate from the course.

Leave of Absence:

Students are entitled to take only one leave of absence during any academic year. The duration of the leave of absence may not exceed 15 days. Requests for leave must be submitted to the school director and must include anticipated return date and be signed by the student. Failure to return to school as scheduled without prior written notification to and approval from the school director will result in immediate dismissal. The school Director may grant leaves of absence and/or waive. Interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated that the circumstances had or will have an adverse impact on students satisfactory progress in the program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

Dismissal

Since registration is a kind of contract between students and the school, it could be canceled anytime by students without hindrance. The contract and cancellation form is ready in the office. Concerning refunds, see the Refund section. Any dismissed students who desires to be re-admitted must submit the application form for re-admission.

Students Rights

Students have the right to review their own academic records.

- Fair and effective teaching and grading at the advertised grade level
- Due process and an impartial hearing in any disciplinary matter
- Information privacy
- Fair and effective teaching and grading at the advertised grade level

Student Grievance Procedure

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or compliance should first contact the instructor in charge.

Requests for further action may be made to the school director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual (s) involved. If the problem cannot be resolved in this manner, the school director should be contacted. Normally, in formal procedure of discussing the difference (5) will resolve the problem. In addition to compliance previously stated and appeals an academic nature a student has a right to complain to the institution. If a student wishes to file a written complain, they may do so. All written complains will be resolved within 10 days and will be sent to the student in writing.

Drug and Substance Abuse Policy

The Skyway Trucking School is committed to maintaining a comfortable and safe environment in which our employees can work and our students can pursue their academic objectives. Our commitment to helping to promote healthy lifestyles for our students and staff has resulted in the creation of a program designed to prevent the abuse of illicit drugs and alcohol. We are concerned for you, as an individual, as well as for the well-being of those around you. We strongly encourage you to participate in this program if you or someone close to you is experiencing a problem with substance abuse, or if you simply wish to become better educated regarding the various drug and health hazards they pose and possible legal consequences of participating in drug related activities. Any inquiries regarding this program can be made confidentially to the school director.

STUDENT SERVICES

Placement

Skyway Trucking Schools does not and will not guarantee a student that they will be placed with a specific company, in a specific time frame or that they will be earning the desired salary upon graduation. The demand for licensed truck drivers is such that minimal placement assistance is needed by students. The school maintains a list of contacts with area trucking companies and monitors local newspapers for truck driving positions appearing in classified ads. The school makes this information readily available to the graduates by means of posting on a bulletin board and through personal contacts with the graduates. Skyway Trucking School does provide all

graduates with assistance regarding placement opportunities, resume preparation, job search assistance, and interview counseling and advising. Skyway Trucking School is required under California law to track placement of its graduates for a period of up to six months upon completion of their program and to verify after employment.

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment:

- Preparing resumes
- Developing job interviewing skills
- Identifying job position openings
- Following up with employers after interviews
- Negotiating wages and benefits
- Maintaining employment once hired
- Securing opportunities for advancement once *hired*
- Developing and utilizing a network of professional contacts who can aid the job search effort

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the institute's assistance will, in all probability and likelihood, be an entry-level position.

Library Resources

Copies of the following books are kept at the office: Bumper to Bumper Text, DMV Booklet, The Interstate Truck Driver's Handbook, Federal Motor Carrier Safety Regulation Handbook (D.O.T. Safety Regulations) and Log Book. A copy of all of these are kept at the school facility for the student if they need to use them. Students may ask for a copy at the office anytime.

English as a second language statement

The school does not offer English as a second language "ESL" training.

Visa Services

Skyway Trucking School does not provide any visa services and does not vouch for student status and any associated charges.

Tutorial Assistance

Skyway Trucking School does not have a formal tutorial assistance program. Students who are in need of additional assistance on a topic are asked to contact their instructor, who will attend to their need.

Housing

Our institution does not operate a dormitory or other housing facility, The available cost of housing located near the facility is unknown **the institution does not assist students in locating adequate housing near the campus.**

Student Records Policy

An official student record will be kept for each student who is admitted to our program. Each student file will include information on enrollment, grades, skill level, attendance, advising and placement. Each student's financial record about the tuition fees, payments, refund will be kept. All records will be confidentially and permanent records will be kept for infinite period of time. In the event of school closure, student records would be maintained by the appointed custodian of records as required under California education code. A student at his/her request may review their academic or financial records with the campus administrative in accordance with the Family Right and Privacy Act of 1974, public Law 93.380 as amended. Students have a right to access to records anytime that the Institution is open during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and school administration. All transcripts of training will be kept for a period of at least 50 years upon completion or withdrawal of the student financial payment documents will be kept for a period of at least 5 years after completion or withdrawal of the student the institution reserves the right to issue transcripts for training for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training for which the student has not paid.

Records Retention Policy

The records shall be maintained in this state. All records are stored in fire resistant file cabinets with additional electronic storage kept at a location outside the school. In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution shall maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal. The institution shall maintain records relating to federal financial aid programs as provided by federal law.

A record is considered current for three years following a student's completion or withdrawal.

A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:

- (1) The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act;
- (2) For a record that is current, the institution maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at the institution's primary administrative location in California. For a record that is no longer current, the institution shall be able to reproduce exact, legible printed copies within two (2) business days.

- (3) The institution has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records; and
- (4) Any person authorized by the Act or this chapter to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the institution for the reasonable cost of using the institution's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.
- (d) The institution shall maintain a second set of all academic and financial records required by the Act and this chapter at a different location unless the original records, including records stored pursuant to subdivision (b) of this section, are maintained in a manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.
- (e) All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.
- (f) If an institution closes, the institution and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act and this chapter for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under subdivision (c)(4) of this section, during normal business hours by any entity authorized by law to inspect and copy records.

Skyway Trucking School does not offer or intend to offer any programs as distance education?