

Valencia Training Solutions, Inc. School Catalog January 1st, 2024 – December 31st, 2024

Valencia Training Solutions Inc.

DBA



COURSE CATALOG

Main School Location - Class Sessions:

1025 S. Santo Antonio Dr, Suite C, Colton, CA 92324

Phone # (909) 953-5991

www.valenciatruckingschool.com

Satellite Truck Yard Location for Behind-the-Wheel Training:

280 S. E St. San Bernardino, Ca. 92401

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STATEMENT OF OWNERSHIP AND CONTROL

Valencia Trucking School Inc. is an institution which was incorporated in the State of California on January 20, 2023.

INSTITUTIONAL MISSION AND OBJECTIVES

Our mission at Valencia Trucking School (VTS) is to provide students with the knowledge and skills to pass the Department of Motor Vehicles (DMV) Commercial Driver License (CDL) exam and obtain their Class A license. We provide our future professional student drivers with the education they need to operate a commercial vehicle safely. We will also educate our students on understanding State and Federal rules and regulations.

Our goal at Valencia Trucking School is to inspire and promote a positive attitude through education, observation, and evaluation based on uniform standards. The entire staff of Valencia Trucking School is dedicated to the betterment of drivers through education, training, and support.

Our curriculum is designed to meet and/or exceed the most accepted commercial truck driver training criteria. Student progress is reviewed in a consistent manner to ensure the full value received for each of our students. The school provides an environment of opportunity and challenge in which students can reach their highest level of achievement through the use of practical classroom lectures and hands-on experience in a realistic environment. The institution's objectives are for our students to complete the Professional Driver Course program, obtain a commercial driver's license from the Department of Motor Vehicles, and become a Commercial Truck Driver.

APPROVAL DISCLOSURE STATEMENT

Valencia Trucking School is a private institution and is approved to operate by the Bureau for Private Postsecondary Education.

The Bureau's approval to operate means compliance with state standards set forth in the California Education and Title 5, Division 7.5 California Code of Regulations. an institution may not imply that the Bureau endorses programs, or that Bureau approval means that the institution exceeds minimum state standards.

Valencia Trucking School Inc. is not accredited by any accrediting agency.

Approved is the following course: **Professional Driver Course** (160 Hours)

INSTITUTIONAL LOCATIONS

Main Classroom location:

1025 S. Santo Antonio Dr., Suite C

Colton, CA 92324

Phone #: (909)953-5991

Satellite Truck Yard- Behind-The-Wheel location:

280 S. E Street

San Bernardino, CA 92401

SCHOOL OFFICE HOURS OF OPERATION

Monday – Friday 7:00 am – 4:30 pm

Saturday (weekend students only) 7:00 am – 4:30 pm

To request a modified schedule, please contact Valencia Trucking School Administration for consideration.

HOLIDAYS OBSERVED

New Year's Day

Martin Luther King Jr. Day

Presidents' Day

Cesar Chavez Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

PROSPECTIVE STUDENTS

VTS is located in Colton, CA. Our facility can accommodate up to 16 students per session. California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying that fact.

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.

You are also encouraged to visit the school's physical facilities to obtain our catalog. During which, you could discuss personal educational and occupational plans with the school personnel before enrolling or signing enrollment agreements. You can also get our catalog from our website at www.valenciatruckingschool.com.

Prospective Students can be assured that the institution is in good financial standing and does not have any pending petitions in bankruptcy, is not operating as a debtor in possession, has not 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 (11 U.S.C Sec. 1101 et seq) (CEC) Sec.94909 (a)(12)).

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

Any questions regarding this catalog that the institution has not satisfactorily answered may be directed to the **Bureau for Private Postsecondary Education (BPPE)** at

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

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

Website 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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling the toll-free number (888)370-7589. Or by completing a complaint form, which can be obtained on the Bureau's website, www.bppe.ca.gov.

All information in the content of this school catalog is current and correct and is so certified as true by Dorsie Dubie, School Administrator.

CATALOG

Valencia Trucking School Inc. Catalog is updated each year on January 1st with the changes that have occurred during the year, if any.

HISTORY

Valencia Trucking School, Inc. was founded in 2023 after intentional consultation and conversation with various motor carriers. Valencia Trucking School, Inc. founder is not new to the commercial transportation field. The school owner operates Valencia Transport Service. The School Administrator has extensive experience as a commercial driver and in driver education, in addition to 5 years as a CDL Instructor.

In collaboration with VTS instructors, we have taken our knowledge, experience, and expertise and put it to work for students to develop a comprehensive trucking school program where they will learn to confidently drive our nation's highways in a safe and professional manner.

Valencia Trucking School, Inc. thanks all students for choosing our school to expand their career opportunities and improve the quality of life for themselves and their family. We believe that our students have chosen a lifetime career, and we are here to help them succeed.

FACILITIES, EQUIPMENT & MATERIALS

CCR CODE 71735 AND CODE 71810(b)(10))

The classroom location and the main office are housed in a commercial building at:

1025 S Santo Antonio Dr. Suite C, Colton, CA 92324. Valencia Trucking School's main campus totals 2,283 square feet. One classroom measures 511.5 square feet, and a second one measures 527 square feet, accommodating a maximum of 16 students per session. The suite is also equipped with two restrooms.

The classrooms are furnished with tables, chairs, and dry-erase boards.

280 South E street, San Bernardino, CA 92401 - Our satellite location for Behind – The – Wheel training (BTW) is a 1-acre lot used for students to practice inspections and skills tests for students to prepare for their DMV testing.

Our equipment available at our satellite location for student hands-on experience is as follows:

- 3-2020 Freightliner Cascadia Trucks
- 1-53' Dry Van Trailer
- 3-28' Dry Van Trailers

This school provides its students with the CDL manual available from the California DMV which is specifically written to assist individuals in preparation for the written Class A license examination. It is the authoritative guide for this purpose and is available at no additional charge. Study materials are available at our front desk. Students can request to review the materials (i.e. practice tests, training videos, publications) from the front desk agent during school hours (M-F 7:30am to 4:30pm).

FACULTY (INSTRUCTOR) QUALIFICATIONS

Instructors must meet the following criteria: 3 years minimum truck driving experience, no felony convictions, holder of a current California Class A Drivers License, passed a DOT drug screening, current medical DOT certification. The program requires two instructors per class to complete both the classroom portion of the program and the behind the wheel training.

ADMINISTRATION

Chief Executive Officer: Suzanne Valencia
Chief Academic Officer: Dorsie Dubie
Chief Operating Officer: Araceli Badillo

INSTRUCTORS

Valencia Trucking School instructors are required to have completed a minimum of three years over the road experience. All faculty are carefully selected for their experience in local and cross-country driving, ability to teach others, and being good student communicators.

Kenneth Brown:	Class A Driver with over 26 years of experience Over the Road
Horacio Tavarez:	Class A Driver with over 20 years of experience Over the Road
Carlos Ramirez:	Class A Driver with over 20 years of experience Over the Road
Gordon Rowe:	Class A Driver with over 6 years of experience Over the Road

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Valencia Trucking School is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn in the Professional Driver Course is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 Valencia Trucking School to determine if your certificate will transfer. Valencia Trucking School does not accept transfer credits from any other institution. Valencia Trucking School does not have any articulation agreements and does not accept any transfers of credit from any other school. Valencia Trucking School does not accept any prior experiential learning. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. Valencia Trucking School does not accept credits earned at other institutions or through challenge exams and achievement tests

Valencia Trucking School, Inc. Is not accredited by any accrediting agency.

Any questions a student may have regarding this catalog that the institution has not satisfactorily answered may be directed to the Bureau for Private Postsecondary Education at:

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SCHOOL POLICIES AND PROCEDURES

STUDENT RECORDS AND RECORDS RETENTION POLICY

An official student record will be kept for each student who is admitted to our program. All records will be maintained in a fireproof cabinet by the student's last name with additional electronic storage kept at a location within the school. Each student file will include information on the following, but not limited to: admission documents (high school diploma or equivalent), enrollment, grades, transcripts, records of courses/programs completed, skill levels, refunds, financial records, attendance, etc. Each student's complete financial record about the tuition fees, payments, refund will be kept. All records will be confidential. 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 administration in accordance with the Family Right and Privacy Act of 1974, Public Law 93.380 as amended. Students have a right to access 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. The records shall be maintained in this state. All transcripts and completion documents will be kept on file permanently, and all other student file records 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. Records are maintained in compliance with Cal. Code Regs. title 5 § 71930.

ADMISSION AND MINIMUM EDUCATION REQUIREMENTS

Professional Driver Course is considered a: below college level course

Applicants must:

- Be at least 18 years old (21 years old for interstate driving);
- Have an acceptable driving record;
- Have and possess a valid California class "C" driver's license;
- Meet specific driver qualifications established by the Federal Motor Carrier Safety Administration and Department of Transportation: a physical examination giving a medical certificate and recent negative drug test;
- Have graduated from high school or equivalent

Prior to the start of class, students must obtain a California Department of Motor Vehicles class "A" Instructional Permit and provide the school with a copy of a successfully completed long-form Federal Department of Transportation physical. Instruction will be offered in the English language. 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 English level for and documentation needed for those who do speak English as a first language is a 12th grade reading level documented by a high school diploma.

NOTE: Applicants will be disqualified from taking the Class A license examination if any of the following circumstances are present. Should an individual with such a record wish to learn commercial driving despite their record, a Driving Record Waiver will be required.

1. DWI, DUI, OMVI, or similar convictions in the last three years.
2. Three or more moving violations in the last two years.
3. Certain felony convictions (reviewed with the school director on a case-by-case basis).

ADMISSION POLICY

To be admitted to Valencia Trucking School, contact the school. Applicants must be interviewed by a school representative, complete the application, tour the school, receive certain disclosures, submit other information that may be required to determine qualifications, and sign an enrollment agreement.

ENROLLMENT PROCEDURES

Any student who enrolls will have the opportunity to take home a copy of the Valencia Trucking School Enrollment Agreement prior to enrollment and return it completed at the second meeting.

Once an applicant applies for admission to Valencia Trucking School, after submitting the following documents, Valencia Trucking School must interview the applicant:

- A complete Application for Training
- A copy of the applicant's motor vehicle record (MVR)

*Due to the nature of the importance of the document, if applicants cannot produce the MVR they will not be admitted. This document meets the California Class A requirements.

The Admissions Manager will interview the applicant upon receiving documentation. The Admissions Manager will explain the school's programs, review the admissions requirements, and career opportunities within the transportation industry.

Next, by assessing the available information on the applicant, the Admissions Manager will make an evaluation of the previous training to determine if the applicant has already earned hours toward the school's program's tuition and attendance hours.

Finally, the applicant will fill out all necessary registration forms, pay all applicable fees, including the registration fee and make arrangements to pay the program tuition.

PROFESSIONS – REQUIREMENTS FOR ELIGIBILITY FOR LICENSURE

All the educational services offered lead to occupations that require licensure as either a Class A or Class B driver in the State of California. (Commercial Truck Driver)

- Be at least 18 years of age
- High School Diploma or equivalent
- Pass a drug test and physical exam
- Get a permit from DMV

CHARGES: TUITION & FEES

All fees are subject to change from time to time, without notice.

TUITION	REGISTRATION	STUDENT TUITION RECOVERY FUND	ELDT - THEORY COURSE	SCHOOL PRINTOUTS	SUPPLIES	TEXTBOOKS	TOTAL COST
	NON-REFUNDABLE						
\$3,850	\$250	\$10	\$150	\$10	\$25	\$25	\$4,320

Supplies and Textbooks: reflective vest, logbook, pens and pencils, pre-trip study materials, California Commercial Driver manual.

Students are responsible to secure the following documents at their expense:

- DOT Physical: \$115.00
- DOT Drug Test: \$150.00
- DMV Permit: \$80.00

Other fees

- Bounced check fee \$35.00
- Transcript fee \$25.00 (two copies)

Note: This institution may refuse re-admission to a student who has left the institution with an outstanding balance.

160 Hour Professional Driver Course (Class A)

- TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$4,320
- ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$4,320
- THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \$

If a student obtains a loan to pay for the education program, he or she is responsible for the repayment of that loan to be paid in full plus the amount of loan interest, less the amount of any refund.

PROGRAM DESCRIPTION

Program Title	PROFESSIONAL DRIVER COURSE	Hours: 160
Program Description	The school's "Professional Driver Course" is designed to prepare students to take the DMV's Class A (CDL-A) Licensing exam. This includes classroom theory, practical application, and yard and road practice. All of this will be with qualified Commercial Drivers. Students will have written tests and practical (hands-on) tests that require students to achieve a 70% passing score. Once all training skills and testing are complete, students will be ready to take the California DMV road test. Students will earn Class A License upon successfully passing the DMV test. This program provides the opportunity to obtain an occupation as a Commercial Truck Driver.	

CURRICULUM

Valencia Truck Driving School Curriculum

This course includes Entry Level Driver Training (ELDT), which is designed to prepare an individual to enter the job market as a professional truck driver.

During this course, students will learn about Department of Transportation and Federal Motor Carrier rules and regulations as they pertain to a professional driver. They will also learn the necessary functions related to the safe operation of a tractor/trailer combination. This will include actual driving and other procedures a driver needs to know, such as pre-trip inspection, logbooks, paperwork, and accident procedures. The course also teaches driving techniques such as defensive driving and driving in inclement weather.

Preparation for On-the-Road Training

During the first week of the course, VTS will prepare students to obtain their California Driver's Licence (CDL) Commercial Learner's Permit. This permit is required and issued by the Department of Motor Vehicles (DMV) for students to drive on public roads with an instructor. Our course is conducted on both public roads and private property. In order for students to receive the best preparation for their CDL Road Test, VTS requires classroom, range training, and Behind-the-Wheel (BTW) training.

CURRICULUM OVERVIEW

- Commercial Truck Driver
- D.O.T.: #292.353, 363, 463, 483, 667
- C.I.P.: #49.0299
- US DOL SOC code: 53-3030
- Text and Lesson Materials: None
- Trucking: Tractor-Trailer Driver
- Handbook/Workbook: none
- CDL Reference: Commercial Drivers handbook
- Handouts from various suppliers and sources as related to specific areas of training.

The following curriculum outline for the Professional Driver Course is designed to ensure that each student received quality, current basic training. The outline will ensure that all students are taught the same way and receive instruction on the same topics. The program is required to be in-person and consists of three distinct parts: the classroom environment, additional learning experiences (home-work), and the hands-on/behind-the-wheel training.

Professional Driver Course Overview		
Phase/Class	Topic	Clock Hours
I. Theory	Orientation & OSHA/CAL-OSHA Rules & Regulations	9
	Tractor/Trailer Operation	20.0
	Yard Skills & Street Driving	9

	Total	38 hours
II. Yard Skills	Vehicle Familiarization	2.0
	Pre/Post Trip Inspections	20.0
	Yard Skills Practice & Maneuvers	30.0
	Total	52 hours
III. Behind-the-Wheel	Pre/Post Trip Inspections	20.0
	Practice Behind-the-Wheel (safety, awareness, and scenarios)	50.0
	Total	70 hours
Total Hours		160

Week 1 - 40 Hours	
Introduction, CDL Permit Test and Industry Regulations & Requirements	
Purpose	Upon completing the first week, students will be prepared to take their written CDL permit test. There will also be required assignments that must be completed by the students outside of the classroom.
Objective	Students will learn industry regulations, drug and alcohol regulations & training, vehicle systems, and inspection procedures
Classroom Learning Topics	Introduction to Valencia Training Team and Administrator, Industry Regulations and Requirements, Control Systems, Vehicle Systems, Pre-Trip Inspections, Post-trip Inspections, Drug, and Alcohol Training regulations and requirements.
Additional learning experiences	lectures, demonstrations, videos, and book assignments.

Week 2- 40 hours	
Vehicle Systems & Range Training	
Purpose	Upon completing week 2 of the VTS course, students will be prepared to identify, explain, and use vehicle systems. Students will be able to apply knowledge to assignments in the classroom setting as well during range training.
Objective	Students will learn Vehicle Systems, Control Systems, Air Brakes, Range maneuvers, Shifting Control, Pre-trip, and Post-trip Inspections. Students will learn and apply basic vehicle functions while in range training.

Classroom & Range Learning Topics	Classroom: Vehicle & Control Systems, Air brakes, range maneuvers, shifting control, Pre-Trip Inspections, Post-trip Inspections Range: Starting Vehicle, coupling, straight line backing, turning shifting, throttle control
Additional learning experiences	Students will continue their learning through videos and book assignments along with participating in hands-on experiences on the range.

Week 3 - 40 hours	
Defensive Driving Skills, Awareness and Inspections, and Range Training	
Purpose	Upon completing week 3 of the VTS course, students will be prepared to identify, explain, and use defensive driving skills. Students will have awareness and problem-solving techniques for fatigue and wellness. Additionally, students will complete roadside inspections.
Objective	Students will learn Vehicle Systems, Control Systems, Defensive Driving skills, Night operation, Fatigue and Wellness awareness, Roadside Inspections
Classroom & Range Learning Topics	Classroom: Vehicle & Control Systems, Defensive Driving skills, Night operation, Fatigue and Wellness awareness, Roadside Inspections Range: Coupling, Uncoupling, Straight Backing, 90-degree Backing, Shifting, and BTW Driving: Interstate, Highway Driving, and City.
Additional learning experiences	Students will continue their learning through videos and book assignments, along with participating in hands-on experiences on the range.

Week 4 - 40 Hours	
Vehicle & Control Systems, Paperwork/forms, and Range Training	
Purpose	Upon completing week 4 of the VTS course, students will be prepared to identify, explain, and use vehicle and control systems. Students will practice all acquired knowledge in skills in preparation for their CDL State exam and while participating in range driving.
Objective	Students will continue to learn Vehicle and Control systems. Students will learn the types of paperwork/forms and completion requirements needed in the field. Students will be prepared to pass their CDL State Exam.
Classroom & Range Learning Topics	Classroom: Review of Vehicle & Control systems and paperwork/forms Range: road driving, maneuvers and BTW practice.

Additional learning experiences	Students will continue their learning through videos and book assignments, along with participating in hands-on experiences on the range.
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GRADUATION REQUIREMENTS THE CANDIDATE MUST MEET

To be eligible to graduate from Valencia Trucking School, a student must successfully complete all 160 clock hours of each designated skills section. Weekly grades are awarded on a pass / fail basis. Checklists are used by instructors to record student acquisition and mastery of assorted skills. All students must have passing marks on all skills in order to qualify to take the final skills exam. The weekly skills course evaluation sheets must be signed and dated by an instructor for each skill attempted. Passing or failing marks on skills are evaluated by the student's applicable understanding of the skills learned. All students will be required to pass the final skills examinations with 70% proficiency. The standard of 70% proficiency will be graded by evaluation and monitoring of skill time limits and critical criteria for each skill.

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades:

(I) Incomplete If the course has not been completed, the instructor may grant an "I" on a 24-hour clock extension, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

(W) Withdraw The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study. However, please note that a student may be eligible for a refund per the institution's refund policy..

GRADING POLICY & SYSTEM

All grades are based on the numerical system; students are graded on written examinations, field tests, driving sessions, methodology, and attitude.

A = 90-100% B = 80-89% C = 70-79% D = 60-69% F = BELOW 59%

Driving and other practical skills are graded on Pass/Fail Minimum standards for successful completions that require a student to maintain a 70 % (C average) or higher cumulative grade average in all training areas. Additional help is provided to slower learners in individual situations.

STANDARDS OF SATISFACTORY PROGRESS

All students at this school are required to maintain satisfactory progress toward the completion of their program of study. Students must maintain progress that will lead to completion of the program within 150% of the stated course length.

LICENSURE REQUIREMENTS

If students have never had a commercial driver's license (CDL), the student first needs to get a commercial license permit (CLP) and hold it for at least 14 days. How students apply for a CLP:

- Get a standard California non-commercial class C driver's license (DL). A temporary/interim DL is acceptable.
- Complete an online CDL application
- Visit a DMV office, where students will:
 - Submit a completed 10-Year History Record Check (DL 939).
 - Submit a completed Medical Examination Report (MER) form (MCSA5875).
 - Submitted Medical Examiner's Certificate (MEC) (MCSA 5876)
 - Provide proof of the student's social security number (SSN).
 - Verify the student's identity with an acceptable identity document. A student's current name needs to match the name on the identity document.
 - Present acceptable residency documents (if students have never had a California driver's license or identification (DL/ID) card. Pay the nonrefundable application fee (application and fee are valid for 12 months).
 - Pass a vision exam.
 - Have a photo taken.
 - Pass the knowledge test(s).

Students have three attempts to pass each of the required knowledge tests. If a student fails the same test three times, the student's application is no longer valid, and the student needs to reapply. The California DMV does not administer knowledge tests within 30 minutes of closing.

INFORMATION ABOUT THE GROWING INDUSTRY

Quick Facts: Heavy and Tractor-trailer Truck Drivers	
Category	Industry Fact Findings
2023 Medial Pay	\$49,920 per year/\$24 per hour
Entry-Level Education	Postsecondary non-degree award
Work Experience in a Related Occupation	None
On-the-job-Training	Short-term on-the-job training
Number of jobs, 2022	2,192,300
Job Outlook, 2020-2031	4% (As fast as average)
Employment Change 2022-2032	89,300

The median annual wage for heavy and tractor-trailer truck drivers was \$49,920 in May 2022. The median wage is the wage at which half the workers in an occupation earned more than that amount, and half earned less. The lowest 10 percent earned less than \$35,300, and the highest 10% earned more than \$75,220.

In May 2022, the medial annual wages for heavy and tractor-trailer truck drivers in the top industries in which they worked were as follows:

Truck transportation \$52,800
Wholesale trade \$49,440
Manufacturing \$48,600
Construction \$48,590

Drivers of heavy trucks and tractor-trailers usually are paid by how many miles they have driven, plus bonuses. The per-mile rate varies from employer to employer and may depend on the type of cargo, and the experience of the driver. Some long-distance drivers, especially owner-operators, are paid a share of the revenue from shipping.

For more detailed information, visit the [Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Heavy and Tractor-trailer Truck Drivers](https://www.bls.gov/ooh/transportation-and-material-moving/heavy-and-tractor-trailer-truck-drivers.htm).

<https://www.bls.gov/ooh/transportation-and-material-moving/heavy-and-tractor-trailer-truck-drivers.htm>

ATTENDANCE POLICY

Students are expected to attend all scheduled classes in order to achieve the highest degree of learning. Students must be present for their scheduled use of equipment. Make-ups for time spent on equipment will be limited, if available, at the discretion of the institution. The instructor tracks late arrival and early departures. When a student falls below 90% attendance of the program, they will be given a verbal warning by their instructor. Should the student miss any further class time; they will be at risk for dismissal from the entire program. In cases of extreme circumstances, severe illness, death of a family member, or military requirements, the school director may, upon written request, waive the attendance policy. Students that miss enough classes so as to not be evaluated for any area covered on the student's activity record, will be dismissed from the course due to lack of attendance.

LEAVE OF ABSENCE POLICY

Any student needing time off must get permission from the administrator, and a new schedule for return will be approved at that time.

DISTANCE LEARNING

Valencia Trucking School does not provide distance learning due to the sensitive nature of the safe driving behind the wheel experience requirement.

DRESS CODE POLICY

To support professionalism and safety, the following dress code guidelines are in place:

- Hats are not allowed in the classroom.
- Long hair must be kept in a manner that is not a safety issue.
- Footwear must entirely cover students' feet (no high heels, flip-flops, sandals/slides, or open-backed shoes).
- No dangling jewelry that may get caught in any moving parts.
- Pants & shorts of appropriate length must be free of any major holes or tears.
- Shirts must be worn at all times and must cover the torso from collarbone to waistline.
 - No tank tops
 - T-shirts are acceptable but cannot display anything that may be perceived as distasteful or objectionable to the general public. They may not display any reference to drugs or alcohol.

STUDENT CONDUCT

At the start of the class, all students will be briefed on rules and regulations which must be always adhered to while on school grounds and/or in school equipment while in training. This includes all training locations and lodging vendors. The rules and regulations are:

1. Valencia Trucking School prohibits the student's use of cell phones or similar devices while at any work site, classroom, vehicle, or training area. These devices create an unsafe work environment for everyone.
2. The school wants to remind each student they are in a professional training environment and are expected to act accordingly. Any student who is consistently uncooperative or insubordinate with the instructors will be advised to change their conduct.
3. Any student who is obviously under the influence of alcohol and/or drugs will be immediately terminated from the school. The school maintains a zero-tolerance policy.
4. Any student will be immediately expelled from school with no opportunity for reinstatement for any of the following offenses:
 - a. Use of alcohol and/or drugs
 - b. Having a firearm or any other dangerous device
 - c. Gambling Activity
 - d. Stealing, vandalism, and intentional abuse of fellow students/school, personal/school property/training equipment/lodging facilities. (The proper Law enforcement agencies will be notified)
 - e. Being arrested and charged at any time, at any place, by the police for the possession, consumption, distribution or in any other way connected with alcohol, drugs, other controlled substances, and any criminal charge. If the student is acquitted of all charges, they may apply for reinstatement to the school. If the student is convicted, the student will not be allowed to return to school.
5. The school is not responsible for lost or stolen money or personal property. It is the student's responsibility to safeguard their own property.
6. The school prohibits student fraternization and romantic entanglements with the employees of the school. In the company's view, this policy eliminates the possibility of conflict of interest, the disruption of business, or creation of an unprofessional work environment.

ENGLISH LANGUAGE FLUENCY

Instruction will be offered in the English language. Prospective 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 English level for and documentation needed for those who do speak English as a first language is a 12th grade reading level documented by a high school diploma.

Valencia Trucking School does not accept international students. Valencia Trucking School does not provide visa services for students, vouch for student status, or any associated charges.

PROBATION AND DISMISSAL POLICY

At the discretion of the school administration, a student may be dismissed from school for serious incident or repeated incident of an intoxicated or "drugged" state of behavior, possession of drugs or alcohol on school premises, possession of weapons on school premises, disobedient or disrespectful behavior to another student, faculty member or administrator, or any other stated or determined infraction of conduct.

DISCRIMINATION IN ANY FORM WILL NOT BE TOLERATED AND WILL RESULT IN IMMEDIATE DISMISSAL FROM THE PROGRAM.

The dismissal policy will be based on 1 of the three following categories:

- 1) Student conduct
- 2) Attendance
- 3) Academic performance.

This suspension policy is due to the length of the course.

STUDENT TUITION RECOVERY FUND

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, students must pay the state-imposed assessment for the STRF, or it must be paid on student's behalf if students are a student in an educational program, who is a California resident, or are enrolled in a residency program, and repay all or part of student's tuition. Students are not eligible for protection from the STRF, and students are not required to pay the STRF assessment if students are not a California resident or are not enrolled in a residency program. It is important that students keep copies of the student's 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:

Bureau for Private Postsecondary Education

1747 N. Market Blvd, Suite 225, Sacramento, CA 95834

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

Web site address: www.bppe.ca.gov

Telephone: (916) 431-6959 or

Toll Free: (888) 370-7589

Fax Number: (916) 263-1897

To be eligible for STRF, students 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 students 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. Students were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or the location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. Students 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 Bureau has ordered the institution to pay a refund but has yet 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. Students have been awarded restitution, a refund, or another monetary award by an arbitrator or court based on a violation of this chapter by an institution or representative of an institution. Still, students have been unable to collect the award from the institution.
7. Students sought legal counsel that resulted in the cancellation of one or more of our student loans and had 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 no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. The student must have filed a written application for recovery within the original four (4) year period unless another act of law has extended the period.

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

If a student obtains a loan to pay for the education program, he or she is responsible for the repayment of that loan to be paid in full plus the amount of loan interest, less the amount of any refund.

REFUND POLICY AND RIGHT TO CANCEL

Student's Right to Cancel:

Students have the right to **cancel** and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the school address. You may submit a cancellation notice by mail to the Administrator, Dorsie Dubie at 1025 S Santo Antonio Dr, Ste C, Colton, CA 92324, or by email to info@valenciatruckingschool.com. If sent by mail, the written cancellation is effective when deposited in the mail properly addressed with postage paid. A student may cancel until _____. Once the cancellation period has passed, a student may withdraw at any time.

Refund Policy:

A student may withdraw from the institution at any time after the cancellation period. The student may withdraw from a course after instruction has started and receive a pro-rata refund of the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. The student will not receive a refund after more than 60% of the instruction has been presented. A pro-rata refund shall be no less than the amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the daily charge for the program (total institutional charge divided by the number of days or hours in the program) multiplied by the number of days the student attended or was scheduled to attend prior to withdrawal.

No refunds are due once the student has received more than 60% of the clock hours of instruction in any given period of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

You may submit a withdrawal notice by mail to the Administrator, Dorsie Dubie at 1025 S Santo Antonio Dr, Ste C, Colton, CA 92324, or by email to info@valenciatruckingschool.com. If sent by mail, the written withdrawal is effective when deposited in the mail properly addressed with postage paid.

The institute maintains a zero-tolerance policy regarding any and all substance abuse while actively engaging in the Professional Driver Course. If any student is found to have violated rules 3 or 4 of the Student Conduct Policy (please see page 18, Student Conduct), the student will immediately be withdrawn from the program and not be allowed re-admittance. A pro-rata refund will be processed, if applicable. All other forms of misconduct will be treated case by case by the

school official(s). Students will be given two documented warnings for misconduct (see Page 18 Student Conduct, rules 1,2, and 6) by the assigned instructor. Should the conduct persist; the case will be referred to the Chief Academic Officer, with proper documentation, for review. The Chief Academic Officer will then decide if withdrawal from the program is merited. If so, a pro-rata refund will be processed, if applicable at the time of withdrawal.

If the student has received Federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

If this institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, or fees for a license, application, or examination, and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

FINANCIAL AID

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

PLACEMENT ASSISTANCE

Placement services are NOT provided by Valencia Trucking School.

TUTORIAL ASSISTANCE

Valencia Trucking School does not have a formal tutorial assistance program. Students who need additional assistance on a topic are asked to contact their instructor.

ADVISING

Each student will have a review of their progress. Students experiencing academic or other problems will be advised by an instructor and/or the Administrator to help overcome whatever difficulty is being experienced. Advising on other problems is provided as needed by faculty or staff members. Students are encouraged to take advantage of this service.

GRIEVANCE PROCEDURE

Most problems or complaints that students may have with the school, or its administrators, can be resolved through a personal meeting with the student's instructor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus addressed to Suzanne Valencia, 1025 S Santo Antonio Dr., Ste C, Colton, CA 92324 or by email to info@valenciatruckingschool.com. The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents, if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within 10 business days. Student's

rights are set forth at various places in this catalog. Contact the school director and/or owner if you require additional information.

If the problem remains unresolved, the student may be directed to the:

Bureau for Private Postsecondary Education

1747 North Market Blvd., Suite 225, Sacramento, CA 95834 or

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

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897

(916) 431-6959 or by fax (916) 263-1897

Or by completing a complaint form, which can be obtained at the Bureau's website. Website address: www.bppe.ca.gov .

NON-DISCRIMINATION POLICY

No applicant shall be rejected from admission to the school based on age, race, color, sex, disability, or national origin, nor be subjected to discrimination of any kind based on the above. For information regarding the Non-Discrimination Policy or to resolve complaints, contact the School Administrator.

DORMITORY FACILITIES

Valencia Trucking School does not provide dormitory facilities nor has dormitory facilities under its control. Dormitory facilities search and stays are solely under the responsibility and control of the student. Valencia Trucking School has no responsibility to find or assist the student in finding housing. If the student needs a nearby hotel stay, accommodation is available in the community at approximately \$100 per night.

The institution has no responsibility to find or assist a student in funding housing.

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance, nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in a story walkup and garden apartments. Monthly rent for a one-bedroom unit is approximately \$1,777 a month (www.apartments.com)