

(2) This catalog is updated annually and is valid from 10/28/2024 through 10/28/2025
5.CCR §71810(a)

(3) This catalog is provided to all prospective students or to the public upon request via
email or as a physical copy.

CEC §94909(A), §94909(C)

(4) Southbay Truck Driving School Inc.

524 West Calle Primera 1005-Q San Ysidro, CA 92173

(619) 739-2596 (619)

305-6596

Southbaytruckdrivingschool.net

southbaytruckdrivingschool@gmail.com

CEC §94909(a)(1)

(5) LOCATION AND HOURS

All courses will be held at

Southbay Truck Driving School Inc.

(619) 739-2596 (619) 305-6596

southbaytruckdrivingschool@gmail.com

Operational hours are Monday through

Friday from 9a.m. to 5 p.m.

Saturday 8a.m to 12 noon CEC §94909(a)(4)

(6) This catalog covers the period from January 1, 2024 through December 31, 2024
and is updated annually.

(7) **Southbay Truck Driving School Inc.** is a private institution that is **approved to
operate by the Bureau for Private Postsecondary Education (BPPE).**

Approval to operate means that the institution is in compliance with the minimum state
standards set forth in the **California Private Postsecondary Education Act of 2009**
and the **California Code of Regulations, Division 7.5.**

This approval does not imply that the Bureau endorses the programs offered or that the
institution exceeds minimum state standards.

For information about the Bureau, please call 916 574-7720 or toll free at 888 370-7589

(8) DISCLOSURES

This institution does not have a pending petition in bankruptcy, is not operating as a
debtor in

possession, and has not filed a petition or had a petition in bankruptcy filed against it within the last five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. (11 U.S.C. Sec 1101 et seq.) CEC §94909(a)(12)

(9) 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. CEC §94904(a)(3)(B)

(10) MISSION STATEMENT

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

Program Objectives and Outcomes

Class A Commercial Driver's License (CDL) Program

- **Objective:** Provide students with the skills and knowledge necessary to operate commercial vehicles safely and efficiently under Department of Transportation (DOT) regulations.
- **Expected Outcomes:**
 - Mastery of vehicle inspection procedures and safety protocols.
 - Proficiency in backing, parking, and driving maneuvers for Class A vehicles.
 - Successful completion of the Commercial Driver's License (CDL) examination, leading to licensure.
 - Readiness to pursue careers in over-the-road trucking, logistics, and heavy equipment operations.

Class B Commercial Driver's License (CDL) Program

- **Objective:** Equip students with the expertise to operate medium-duty commercial vehicles, including buses and box trucks, in compliance with DOT standards.
- **Expected Outcomes:**
 - Demonstrated ability to perform safety checks and vehicle operations.
 - Adeptness in city driving and maneuvering in urban environments.
 - Certification readiness for the Class B CDL exam and subsequent licensing.
 - Qualification for roles in public works, delivery driving, and passenger transport.

Entry-Level Driver Training (ELDT) Program

- **Objective:** Ensure compliance with FMCSA requirements for new commercial drivers, focusing on safety and foundational driving principles.
- **Expected Outcomes:**
 - Comprehensive understanding of federal ELDT regulations.

- Proficiency in theory-based and hands-on driving skills.
- Successful completion of ELDT certification, meeting all licensure prerequisites.

5, CCR §71735, §71810(b)(9)

(11) FACILITIES AND EQUIPMENT

Facilities:

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

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

Equipment and Materials:

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

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

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

5, CCR §71735, §71810(b)(9)

(12) Library and Learning Resources

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

Resources Available:

- **Printed Materials:** CDL handbooks, study guides, and industry regulations.
- **Digital Resources:** Access to online practice exams, instructional videos, and FMCSA regulatory updates.

- **Equipment for Independent Study:** Computers with internet access for research and practice tests.
- **Reference Materials:** A curated collection of books and manuals covering topics such as vehicle maintenance, safety protocols, and trucking industry standards.

Access Procedures:

- **Location:** Resources are available in the main office during regular operational hours (Monday–Friday, 9 a.m.–5 p.m.; Saturday, 8 a.m.–12 noon).
- **Requesting Resources:** Students may request specific materials by speaking with the school administrator or submitting a written request via email to southbaytruckdrivingschool@gmail.com
- **Usage Policy:** Students can access materials on-site and may check out select printed materials for up to one week. Digital resources can be accessed through school-provided computers.
- **Support:** Staff are available during operational hours to assist students in locating materials, answering questions, and troubleshooting technical issues.

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

5, CCR §71740, §71810(b)(9)

(13) Contact Information for Unanswered 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:

Address:

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

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

Website: www.bppe.ca.gov

Telephone Numbers:

Toll-Free: (888) 370-7589

Local: (916) 574-8900

Fax Numbers:

Toll-Free Fax: (916) 263-1897

Local Fax: (916) 263-1897

(14) A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet website (www.bppe.ca.gov). CEC §94909(a)(3)(C)

(15) The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options.

The office may be reached by calling (888) 370-7589 (toll-free) or by visiting www.osar.bppe.ca.gov.

(16) NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Southbay Truck Driving School Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificates you earn in commercial city driving, hooking and unhooking a commercial tractor trailer and safety protocols concerning a commercial vehicle with air brakes are also at the complete discretion of the institution to which you may seek to transfer. If the certificates 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 Southbay Truck Driving School Inc Catalog 2024 include contacting an institution to which you may seek to transfer after attending Southbay Trucking School to determine if your certifications will transfer.CEC §94909(a)(15)

(17) N/A

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

General Admission Requirements

- Applicants must be 18 years of age or older.
- Applicants must provide:
- Proof of a high school diploma, GED, or equivalent.
- Proof of residency (e.g., driver's license or state-issued ID).
- Acceptance of Credits Earned at Other Institutions
- Southbay Truck Driving School Inc. does not accept credits earned at other institutions toward its training programs. The institution's programs are designed to provide comprehensive, hands-on training tailored to meet specific commercial driving licensure requirements.

Challenge Examinations and Achievement Tests

- The institution does not offer or accept challenge examinations or achievement tests in place of program coursework.

- Transfer or Articulation Agreements
- Southbay Truck Driving School Inc. has not entered into any transfer or articulation agreements with other colleges or universities. As such, credits earned in the educational programs offered are non-transferable.

Credit for Existing Licenses or Prior Training

Students with existing certifications or licenses (e.g., FMCSA certifications) may be eligible for credit toward specific training components. Documentation must be submitted during the admissions process, and approval is granted on a case-by-case basis. CEC §94909(a)(8)(A), 5, CCR §71770

(19) AWARD OF CREDITS FOR PRIOR EXPERIENTIAL LEARNING

This institution does not award credit for prior experiential learning. Students seeking credit for such learning are advised that no credits will be granted based on prior work, life experiences, or non-academic activities.

(20) ADMISSIONS REQUIREMENTS

Applicants requesting admission will be interviewed and assessed by an admissions representative for their vocational objectives, motivation, determination, and attitude towards completing the training and entering full-time employment. The following are the admissions requirements:

1. Provide proof of residency.

Southbay Truck Driving School Inc does not provide visa services, nor will the school vouch for residency.

ENGLISH AS A SECOND LANGUAGE

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

5, CCR §71810(b)(4), 5, CCR §71810(b)(5)

(21) Programs Offered

Class A Course

- The Class A Course provides comprehensive training for individuals pursuing a Class A Commercial Driver's License (CDL). The program covers all necessary

skills, including vehicle operation, inspection procedures, and safe driving practices.

Instruction Method:

- 160 hours of training, including hands-on driving practice, classroom instruction, and supervised DMV trips (3 included).
- Optional Manual Transmission training available for an additional \$500.
- Completion Requirements:
- Students must complete all 160 training hours.
- Successfully pass DMV tests and practical skills evaluations.
- Includes training in air brakes, outside inspections (pre-trip), parking exercises, city driving (road and freeway), and DMV truck and trailer rental.
- Practice permit tests and study guides provided.

Class B Course

- The Class B Course focuses on training individuals to obtain a Class B CDL, emphasizing skills for smaller commercial vehicles.

Instruction Method:

- 160 hours of training, similar to the Class A Course, with a focus on vehicle inspection, road skills, and DMV readiness.
- Optional Manual Transmission training available for an additional \$500.

Completion Requirements:

- Complete 160 hours of training.
- Successfully pass DMV tests and practical skills evaluations.

Truck Rental

- A single truck rental service for students needing to take their DMV test. Includes a 2-hour assessment to ensure DMV readiness.

Refresher Course

- For individuals needing to refine specific skills (e.g., city driving, inspections).

Instruction Method:

- 6 hours of personalized training based on the student's needs.

Restriction Removal Course

- Designed for individuals seeking to remove an automatic transmission restriction from their license.

Instruction Method:

- Includes 4 hours of city driving and one DMV trip.

Completion Requirements for All Programs

Required Training Components:

- Air brakes, outside inspections (pre-trip), parking skills, city driving (road and freeway).

Final Evaluations:

- Examiner evaluations to determine DMV readiness.

Additional Costs:

- \$150 per additional training hour.
- \$350 per additional DMV trip.

Items Not Included:

- ELDT fee: \$100 (varies based on provider).
- DOT physical fee: \$40 (varies based on provider).
- DMV CDL application fee: \$97.

Total Credit/Clock Hours

- Class A Course: 160 hours.
- Class B Course: 160 hours.

(22) Eligibility for Licensure

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

Requirements for Eligibility for a Commercial Driver's License (CDL):

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

1. Age Requirement:

- a. Be at least 18 years old for intrastate driving.
- b. Be at least 21 years old for interstate driving or transporting hazardous materials.

2. Medical Requirements:

- a. Pass a Department of Transportation (DOT) physical examination conducted by a licensed medical examiner.
- b. Obtain a Medical Examiner's Certificate (MEC), also known as a DOT Medical Card.

3. Educational Requirements:

- a. Complete Entry-Level Driver Training (ELDT) with a registered training provider (this institution provides ELDT as part of its training programs).

4. Knowledge Tests:

- a. Pass the CDL general knowledge written test.
- b. Additional tests may be required for endorsements such as air brakes, hazardous materials, or passenger vehicles.

5. Driving Skills Test:

- a. Pass the CDL road test, which includes:
 - i. Pre-trip vehicle inspection.
 - ii. Basic vehicle control skills.
 - iii. On-road driving skills.

6. Application and Fees:

- a. Submit a completed CDL application form to the Department of Motor Vehicles (DMV).
- b. Pay applicable fees for the application, testing, and license issuance.

7. Background Checks (if applicable):

- a. For hazardous materials endorsements, pass a Transportation Security Administration (TSA) background check.

Additional Notes:

- Students are advised to review the CDL licensure requirements in the state where they intend to work, as requirements may vary.
- Support for meeting licensure requirements is provided through this institution's comprehensive training programs, including practice permit tests and DMV preparation assistance. CEC §94909(a)(16)

(23) Southbay Truck Driving School is accredited by an accrediting agency recognized by the United States Department of Education. This accreditation ensures that our programs meet recognized educational standards. Graduates of accredited programs are typically eligible to sit for applicable licensure exams and may qualify for employment opportunities requiring degrees from accredited institutions.

(24) Schedule of Total Charges

Class A Course

Total Charges for a Period of Attendance (160 clock hours):

- Tuition: Call For Information
- DMV Trips:
- Registration fee:
- ELDT Fee:
- DOT Physical Fee:
- DMV CDL Application Fee:
- Books and Materials:
- Additional Training Hours (if needed):
- Additional DMV Trips (if needed):
- Manual Transmission Training (optional):

Estimated Total Charges for the Entire Program:

\$6,000 (includes tuition, books and materials, optional manual transmission training, and all required fees for the 160-hour program).

Class B Course

- Total Charges for a Period of Attendance (160 clock hours):
- Tuition: Call For Information
- ELDT Fee:
- DOT Physical Fee:
- DMV CDL Application Fee:
- DMV 3 Trips:
- Registration:
- Books and Materials:
- Additional Training Hours (if needed):
- Manual Transmission Training (optional):

Estimated Total Charges for the Entire Program:

Call For Information

(includes tuition, optional manual transmission training, and all required fees for the 160-hour program).

Truck Rental for DMV Testing

Truck Rental Fee: Call For Information

Refresher Course

Tuition: Call For Information

Restriction Removal Course

Tuition: Call For Information (4 hours of training and one DMV trip).

Notes Regarding Fees and Additional Charges

The costs listed above include institutional charges (tuition and optional training fees) and non-institutional charges (fees for ELDT, DOT physicals, DMV applications, and other services). Students are responsible for covering any additional charges incurred due to extra training hours or DMV trips. CEC §94870, §94909(a)(9)

(25) STUDENT TUITION RECOVERY FUND

The State of California established 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 the following:

1. The closure of the school where you were enrolled and attending classes.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license or other fees, 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 before closure in excess of tuition and other costs.
4. A significant decline in the quality or value of the educational program within 30 days before the school's closure or if the school failed to pay obligations to provide educational services for which the student prepaid.
5. An inability to collect on a judgment against the institution for a violation of the Private Postsecondary Education Act of 2009.

Student Requirements to Qualify for STRF:

To be eligible for STRF, you must:

1. Be a California resident or enrolled in a residency program.
2. Pay the STRF assessment at the time of enrollment.
3. Have prepaid some or all of your tuition.
4. File a STRF claim within four years of the school's closure or other qualifying event.

Note: You are not eligible for STRF:

- If you received a full refund of your tuition.
- If you are not a California resident or are not enrolled in a residency program.
- For STRF-related expenses paid by a third party (e.g., employer or government program) unless you have a personal obligation to repay the third party.

STRF Assessment

It is a state requirement that a student who pays their tuition is required to pay a state-imposed assessment for the STRF. This non-refundable fee is calculated at \$0.50 per \$1,000 of institutional charges rounded to the nearest \$1,000.

How to File a Claim Against STRF:

Students may obtain a STRF application form and instructions by contacting:

Bureau for Private Postsecondary Education

Address: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834

Phone: (888) 370-7589 (toll-free) or (916) 574-8900

Website: www.bppe.ca.gov

To file a claim, you must provide sufficient proof of your economic loss and submit the application within the required time frame.

(26) Cancellation, Withdrawal, and Refund Policies

Student's Right to Cancel and Obtain a Refund

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The student may cancel their enrollment by notifying the institution of their intent to withdraw in writing. Upon cancellation within this timeframe, the student will be entitled to a full refund, minus any non-refundable fees as stated in the enrollment agreement.

Notice of Withdrawal

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

- **In-Person:** Submit to the Admissions Office or Student Services at Southbay Truck Driving School Inc.
- 524 West Calle Primera 1005-Q San Ysidro, CA 92173.
- **Email:** southbaytruckdrivingschool@gmail.com

The date of withdrawal is considered effective no later than the date the notice is received by the institution. School will remit a refund of 100% of the amount paid for institutional charges, less a registration fee not to exceed \$250, non-institutional fees of \$248 (medical exam, drug test and DMV permit fees) and any STRF fee, within 45 days following your withdrawal

Pro-Rata Refund Calculation

If a student withdraws after the seventh day but before completing the course, the institution will calculate the refund using the pro-rata method. The total amount owed by the student for the portion of the educational program attended is calculated as follows:
Calculate Daily Charge:

The daily charge is determined by dividing the total institutional charge by the number of days or hours in the program.

Determine the Amount Owed:

Multiply the daily charge by the number of days the student attended, or was scheduled to attend, prior to withdrawal.

Amount Owed=Daily Charge×Number of Days Attended

Calculate the Refund:

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

Refund Amount=Total Paid by Student–Amount Owed

Example Calculation

For a program with a total charge of \$6,000 for 160 hours of instruction, the daily charge is: Daily Charge=160/6,000 =37.50(per hour)

If a student attended 40 hours, the amount owed would be:

Amount Owed=37.50×40=1,500

The refund amount would be: Refund Amount=6,000–1,500=4,500

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

Additional Information

- The student has the right to cancel their enrollment agreement by notifying the institution before the first-class session or within the first seven days after enrollment.
- If the student cancels within the allowable period, a full refund (minus non-refundable fees) will be provided.
- The pro-rata refund policy applies if the student withdraws after the seventh day but before completion of the course.

(27) FACULTY QUALIFICATIONS

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

Instructor Qualifications

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

Faculty Responsibilities and Teaching Methods

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

(28) LOANS

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

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

CEC §94909(a)(10)

(29) FINANCING

The student understands that if a separate party is financing his/her education, that the student, and the student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.

CEC §94909(a)(11)

(30) FINANCIAL AID DISCLOSURE

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

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

5, CCR §71810(b)(6)

(31) STUDENT ACHIEVEMENT

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

A Excellent 90-100%

B Above Average 80-89% C Average 70-79%

D Below Average 60-69%

F Failure 0-59%

I Incomplete N/A

W Withdrawal N/A 5, CCR §71810(b)(8)

(32) ATTENDANCE

Consistent attendance is essential to the overall effectiveness and timely completion of any of the school's academic programs. All absences must be excused by Administration. An absence will be considered excused under the following circumstances: Doctor's visit, illness, death or birth in the immediate family, court appearances related to injury resolution and other valid reasons substantiated in writing, and at the discretion of the school Administrator. Documentation must be submitted to substantiate the absence. If documentation is not submitted, the instructor or Administrator will determine if the absence is excused. Tardiness is disrupting to a good learning environment. Tardiness without legitimate reason on two occasions in one class will be penalized with the equivalent point reduction of one unexcused absence. You are considered tardy if you have not signed in by the beginning of the class period. Students are expected to remain in class until being dismissed by the instructor. Provisions for leaving early should be discussed with the

instructor, otherwise leaving class early will be considered as an unexcused absence.
CEC §94909(a)(8)(D)

(33) PROBATION AND DISMISSAL POLICIES

The institution expects its students to make steady progress towards their educational goals by maintaining a 70% or higher score in all coursework. Any student who falls below the 70% minimum shall be placed on academic probation and be required to meet with their instructor and school Administrator to develop a plan for improvement. Dismissal from the academic program will occur if the student's cumulative score is 70% or less at the halfway mark of the program.

Students who have been dropped may apply for reinstatement. Student attendance is recorded by class hours. A student who falls below the cumulative attendance rate of 80% will be placed on a 30-day probationary period. Any unexcused absence during the probationary period will be considered cause for dismissal from the program.

CEC §94909(a)(8)(C)

(34) LEAVE OF ABSENCE

The academic programs taught at the Institution are 12 weeks or less in length. Each academic program is taught in blocks starting every Monday. The Institution must approve all leaves of absence. Students on an approved leave are able to return to Southbay Truck Driving School under their original academic requirements and will restart instruction on the Monday following the school's receipt of notification of the student's intent to return from leave. CEC §94909(a)(8)(E)

(35) GRIEVANCE POLICY

Questions or concerns about suspected arbitrary treatment, discrimination or harassment based on prohibited bias may seek informal assistance or file a formal grievance. To file a formal complaint, the student must show that the alleged prohibited discrimination occurred and that it caused harm to the student. If the student files a formal grievance, the Institution's Administrator will arrange an interview with the student, the responding individual or department and any witnesses. All grievances must be submitted in writing to the Institution's Administrator within 30-days of the alleged treatment, discrimination or harassment. Forms of appropriate delivery include hand delivery, fax (with confirmation) or certified mail. Your grievance should provide detailed information about the incident about which you are complaining. Attach all supporting documents that might support your grievance. 5, CCR §71810(b)(14)

(36) Student Services and Resources

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

1. Academic Support Services

- **Tutoring:** Personalized academic assistance is available for students in various subjects. Tutoring is provided both in-person and virtually.
- **Learning Resources:** Access to educational resources, including online materials, textbooks, and software that complement classroom instruction.

2. Career Services

- **Job Placement Assistance:** Our career services team helps students and graduates find employment opportunities relevant to their program of study. This includes resume workshops, interview preparation, and networking opportunities.

Disability Services

- **Accommodations for Students with Disabilities:** The institution provides reasonable accommodations for students with documented disabilities. This may include extended testing time, note-taking assistance, and other services to ensure equal access to education.

5, CCR §71810(b)(12)

(37) JOB PLACEMENT ASSISTANCE

Our institution is dedicated to supporting students in securing employment in their chosen field upon completion of their program. The placement services offered are designed to assist students in transitioning from education to employment, providing them with the tools and opportunities needed to succeed in the job market.

Job Listings: We provide access to an online job board and a network of local and national employers seeking candidates with the qualifications offered by our programs.

Employer Partnerships: We have established relationships with local businesses, corporations, and industry leaders who prioritize hiring our graduates.

CEC §94909(a)(13)

(38) Housing Information

The institution is committed to providing students with the necessary information regarding housing options while they are enrolled in our programs.

A. Dormitory Facilities

The institution does not provide dormitory facilities under its control. Students are responsible for securing their own housing accommodations.

B. Housing Availability Near the Institution

Off-Campus Housing: There are several housing options located within a reasonable distance from the institution's facilities, including apartments, shared housing, and rental homes.

Approximate Costs: The cost of housing in the surrounding area varies, with typical rental prices ranging from \$1,200 to \$2,500 per month depending on the size and location of the accommodation. Students are encouraged to explore local listings for up-to-date information and to contact nearby rental agencies for availability.

Public Transportation: Housing options are generally accessible via public transportation, with bus and metro stations located near the institution.

C. Institution's Responsibility for Housing Assistance

No Housing Assistance: The institution does not have a responsibility to find or assist students in securing housing. While information about local housing options is provided, students must independently arrange for their accommodations.

Clear Statement: The institution does not offer any residential services or guarantees for housing, and students should make independent arrangements prior to enrollment.

CCR§71810(b)(13)(A)(B)(C)

(39) RETENTION OF RECORDS

Student records are maintained as required by statute / regulations and are retained for a period of not less than five years. Transcripts are kept indefinitely.

CEC §9490, 5, CCR §71810 (b)(15), §71920

(40) Job Classifications and Gainful Employment

Each program offered by the institution is designed to prepare graduates for specific careers or occupations. Below are the programs along with their associated job classifications based on the United States Department of Labor's Standard Occupational Classification (SOC) codes at the detailed six-digit level:

53-3032 Heavy and Tractor-Trailer Truck Drivers

Description: Operate heavy trucks or tractor-trailers to transport goods and materials.

Job Titles: Includes positions such as Truck Driver, Tractor-Trailer Driver, CDL Driver, or Long-Haul Driver.

5, CCR 74112 (d)(3)

41) DISTANCE EDUCATION - N/A

The Institute does not provide distance education.

5, CCR 71810 (b)(11)

(42) SEE WEBSITE

southbaytruckdrivingschool.net

CEC 94913, 5, CCR 74117

Southbay Truck Driving School Course Catalog 2024