

**CATALOG**  
**C.R. England, Inc. d/b/a Premier Truck Driving School**  
2250 S Riverside Ave  
Colton, CA 92324

(909) 320-5389      [www.crengland.com](http://www.crengland.com)

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## **APPROVAL DISCLOSURE STATEMENT**

C.R. England's Premier Truck Driving School is a privately owned institution that was granted institutional approval from the California Bureau for Private Postsecondary Education in the Department of Consumer Affairs. The Bureau's approval means the institution and its operation comply with the minimum standards established under law for occupational instruction by private educational institutions and does not imply any endorsement or recommendation by the State or Bureau. Institutional approval must be re-approved every five years and is subject to continuing review. Approved is the following course:

### **PROFESSIONAL DRIVER COURSE**

#### **GENERAL INFORMATION:**

Instruction for the Professional Driver Course is conducted at our Colton, CA facility which can accommodate up to 60 students per session. Our facility is located at 2250 S Riverside Ave Colton, CA 92324. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Full-time students will complete the Professional Driver Course in 3 weeks.

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.

C.R. England does not provide English as a second language (ESL) instruction. To obtain a commercial driver's license and work as a commercial driver, students are required to have the ability to read, speak, write, and understand English language sufficiently to converse with the general public, to understand highway traffic signs and signals, to respond to official inquiries, and to make legible entries on reports and records. You may establish this level of proficiency by obtaining your CDL learner's permit from the state of California.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to, Trent Bridges, School Director.

Any questions a student may have regarding this catalog that have not been satisfactorily answered may be directed to the institution or, at any time, the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. #225, Sacramento, CA 95834. Website Address: [www.bppe.ca.gov](http://www.bppe.ca.gov) Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897.

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.)

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

All information in the content of this school catalog is current and correct and is so certified as true by Mr. Trent Bridges.

*Trent Bridges*, School Director

## **ADMINISTRATION**

### **OWNERSHIP**

PremierTruck Driving School is a division of C.R. England, Inc. Officers of C.R. England:

Daniel England	Chairman
Josh England	President
Chad England	C.E.O
Zach England	C.O.O

### **Director of California School Operations and Colton Campus**

**Director:** Trent Bridges

### **School Registrar:**

Narell Edmonson

**Instructors:** For a list of instructors see Addendum-2 to this Catalog.

## **INTRODUCTION**

### **HISTORY**

C.R. England, Inc. is a family owned trucking firm founded by Chester R. England in 1920. In the beginning Chester just hauled milk from farms to dairies in Northern Utah, but over the next three decades he began to concentrate on the transportation of exempt food products and expanded his operation to cover the intermountain states as well as California and Texas. Following World War II, Chester's sons, Gene and Bill, joined him in the business and with their help the company initiated nationwide service and began a gradual expansion that brought the fleet size to nearly 200 tractors in 1980. Throughout C.R. England's history, new services have been introduced in response to changing customer needs. C.R. England continues to be a family-run business now led by the fourth generation of the England family. C.R. England's corporate headquarters and primary terminal are located in West Valley City, Utah. C.R. England employs

over 7,500 people and powers over 4,000 units. Premier Truck Driving School has campuses in Utah, California, and Indiana.

### **MISSION AND OBJECTIVES**

This institution's mission and objective is to answer the demand of the transportation industry, more specifically, C.R. England's continuing need for new drivers, by providing qualified student graduate driver trainees to begin their driving career with C.R. England. Our Driver Training Program provides students with basic knowledge and skills in preparation for successfully completing the Commercial Drivers License examination.

The students will work with contemporary equipment under the supervision of qualified, experienced instructors. An individual successfully completing our program should have the ability to safely operate a Commercial vehicle on the nations highways. It could be expected that a graduate of our program would work with an experienced driver for a short period of time (an apprentice driver) to gain specific employer skills.

The goal of the training program at C.R. England is to inspire and promote a positive attitude through education, observation and evaluation based on uniform standards. The entire staff of C.R. England is dedicated to the betterment of drivers through continual education, information, training and support.

### **TRAINING FACILITIES**

The Fontana facility is located at 2250 S Riverside Ave, Colton, CA 92324, situated on approximately 10 acres that provides approximately 7,000 sq. feet of classrooms, offices, a computer lab, student and staff lounges and restroom facilities. The Skills Training facility is located at the same location. Over-the-road experience is accomplished on area roads, highways and freeways. Current facilities and staff can accommodate up to 60 students per session. This area also includes student and employee parking.

Major instructional equipment for classrooms include a video training system with a comprehensive video library, overhead projector, computer lab, and air brake system display. Behind-the-wheel training equipment includes 16 late model diesel tractors and 53' trailers.

Students are able to access instructional resources, such as practice written CDL exams and tutorials, via the Internet at any time. Other written instructional materials will be provided to Students upon arrival at the facility.

### **HOURS OF OPERATION**

Office hours: Monday through Friday, 7:00 a.m. to 4:00 p.m.

Instructional Hours: Monday through Saturday, 6:00 a.m. to 3:30 p.m. and 3:30 p.m. to 11:30 p.m. Over-the-Road Driving instruction is held day or night as necessary to accommodate the requirements of the program.

## **SCHEDULE OF CLASSES**

Classes are scheduled to run from 7:00 a.m. until 6:00 p.m. Students will have two (2) ten minute breaks each day, one in the morning and a second in the afternoon. Lunch breaks are from 12:00 noon to 1:00 p.m. Students will be notified in advance concerning important scheduling information such as operating hours, holidays, class schedules and revisions to schedules. On road driving instruction is scheduled as necessary to accommodate the requirements of the program. The following legal holidays will be observed:

New Year's Day	Labor Day
Martin Luther King Day	Independence Day
Memorial Day	Labor Day
Thanksgiving Day	Christmas Day

## **SCHOOL POLICIES**

### **ADMISSION REQUIREMENTS**

1. Interview with the School's Admissions Representative.
2. Valid drivers license from student's resident state.
3. Must be free of physical impairment that would prohibit safe operation of the equipment.
4. Must be beyond compulsory school attendance age. An individual cannot be D.O.T. certified until reaching the age of 21 years. However between ages of 18 and 21 a student can obtain a commercial drivers license and drive within the state of issuance.
5. Must be able to pass a DOT (Department of Transportation) drug test.
6. Must, in the unbiased opinion of the administration, be able to benefit from the training offered by C.R. England Truck Driving School.
7. Must pass the D.M.V. written examination and a D.O.T. physical examination. Must also obtain a commercial drivers license learners permit before or within the first week of the course. The permit is required in order to participate in behind the wheel training, which begins in the second week of training.

### **SPECIAL NOTICE TO APPLICANTS**

All candidates for acceptance as students to C.R. England Truck Driving School: Both Federal and State authorities are involved in making and enforcing of interstate transportation laws and the issuing of commercial drivers licenses (CDL). For this reason we ask that those interested in obtaining a Class A or B license read carefully the following and discuss with your counselor and/or admission representative any of the items listed below that may affect your ability to obtain a commercial license and employment in the transportation industry as a commercial vehicle driver.

1. No more than two D.U.I.'s on your driver's license record in a lifetime.
2. A D.U.I conviction in the past five years
3. A felony conviction of any type in the past ten years.
4. Recent hospitalization or under a physician's care for emotional or mental instability.
5. Currently taking prescription drugs under a physician's care (Schedule I drugs)
6. No more than two tickets in one year.
7. No more than three tickets in three years

8. No more than one at fault accident in the past 12 months, or two accidents in the past 5 years
9. No license suspension in the past 3 years. (Administrative suspensions case by case).
10. No reckless driving or other misdemeanors in the past 5 years
11. Driver must be 21 years of age for interstate driving
12. Driver must be 18 years of age for intrastate driving
13. Have no delinquencies on child support
14. Cannot be currently addicted to alcohol or drugs.
15. Must be capable of speaking, reading and writing in the English language well enough to communicate with others in the industry, and law enforcement.

\*This institution currently does not have any articulation agreements or transfer agreements with any college or university.

## LICENSURE REQUIREMENTS

If you have never had a commercial driver license (CDL), or you want to make a classification, endorsement, or restriction change that requires a skills test, you first need to get a CLP and hold it for at least 14 days. Here's how you apply for a CLP:

- Get a standard [California noncommercial Class C driver license \(DL\)](#) (a temporary/interim DL is acceptable).
- Complete an online [CDL Application](#).
- Visit a DMV office, where you will:
  - Submit a completed [10 Year History Record Check \(DL 939\)](#) (if you have been issued a DL of any kind in another state or jurisdiction in the last 10 years).
  - Submit a completed [Medical Examination Report \(MER\) Form \(MCSA 5875\)](#) and [Medical Examiner's Certificate \(MEC\) \(MCSA 5876\)](#) (see the "Medical examination report" section below for more information).
  - Provide proof of your social security number (SSN). It will be verified with the Social Security Administration while you are in the office.
  - Verify your identity with an [acceptable identity document](#). Your current name needs to match the name on the identity document (see the FAQs for more information).
  - Present [acceptable residency documents](#) (if you have never had a California driver license or identification (DL/ID) card).
  - Pay the nonrefundable [application fee](#) (application and fee valid for 12 months).
  - Have your thumbprint scanned.
  - Pass a [vision exam](#).
  - Have your photo taken.
  - Pass the [knowledge test\(s\)](#). You have three attempts to pass each of the required knowledge tests. If you fail the same test three times, your application is no longer valid and you need to reapply. To allow for sufficient testing time, we do not administer knowledge tests within 30 minutes of closing.
  - If you want to apply for a [REAL ID](#), you must also provide proof of your identity, social security number (SSN), and two proofs of residency from the list of acceptable REAL ID documents.

We will issue you a CLP after you pass the knowledge test(s).

If you do not meet all the requirements to get a CDL within 12 months of applying (including passing the knowledge test and skills test), the application will no longer be valid and you must reapply.

## Rules and Restrictions

Here are the rules and restrictions for operating a CMV with a CLP:

- You must also obtain and carry a valid California DL.
- The CLP is valid for a maximum of 180 days from the date issued. It can be renewed for an additional 180 days if the expiration date is not more than one year from the initial application date.
- If you present limited term legal presence documents, your CLP may expire on the same date as your legal presence documents.
- A CLP is limited to these endorsements:
  - Tank (N)
  - Passenger (P)
  - School Bus (S)
- You must be accompanied by a California CDL holder while operating a CMV. The license holder must possess the appropriate class of CDL and endorsements to operate the CMV.
- If you have an “N” endorsement, the tanks must be empty when you are driving the CMV. The tank must be purged if it previously contained a hazardous material.
- If you have a “P” or “S” endorsement, you cannot operate a CMV with passengers (other than federal/state auditors and inspectors, test examiners, other trainees, and the accompanying CDL holder).

After you hold a commercial learner permit (CLP) for 14 days, you can apply to take the skills test to earn your CDL. This 14 day waiting period also applies to classification upgrades and endorsement/restriction changes that require a skills test.

To apply for a CDL:

- [Schedule a skills test appointment](#) (skills tests are not given without an appointment). You may also call 1-800-777-0133 during the regular business hours (8 a.m.-5 p.m. Mon., Tues., Thurs., and Fri., and between 9 a.m.-5 p.m. Wed., excluding holidays) to make an appointment.
- Bring the type of vehicle(s) for the class you want to drive.
- Pass the skills test, which includes a vehicle inspection, basic control skills test, and road test. If you fail any part of the skills test, all other testing will be postponed. You have three tries to pass the skills test. You must pay a retest fee each time you retake the skills test.

Certain applicants may qualify to have the skills test requirement waived:

- If you have a valid CDL from another state that is current or has been expired for less than two years, you can surrender that license (or proof thereof). The license must have equivalent classification, endorsements, and restrictions to the one you are applying for in California.
- You can submit a [Certificate of Driving Skill \(DL 170 ETP\)](#) if your employer is authorized to issue them. Both you and your employer must sign the form.
- If you have military driving experience, you can submit a completed [CDL Certification of Military Waiver of CDL Driver Test \(DL 963\)](#) and a [Commanding Officer's Certification of Driving Experience \(DL 964\)](#). Learn more about the [Troops to Trucks military waiver program](#).



- If you have a California CLP, and completed CDL training and passed the skills test in another state, you are not required to take the skills test in California. The skills test results will be sent to California DMV from the state where you were tested. You will need to go to a [DMV Commercial Driving Test Office](#) to finalize your application. Failing to return to a commercial DMV office may result in your application expiring.

After you pass your skills test, surrender your out-of-state CDL, or submit your certificate, we will issue an interim CDL that's valid for 60 days. If you have not received your official CDL after 45 days, call us at 1-800-777-0133 to check the status.

To obtain a commercial drivers license in the state of California, an applicant must successfully pass a written exam, road evaluation, and DOT drug test. For a list of all of the requirements for obtaining a CLP [commercial learner's permit] or a CDL in the state of California, visit: [https://www.dmv.ca.gov/portal/dmv/detail/dl/dl\\_info#CDL](https://www.dmv.ca.gov/portal/dmv/detail/dl/dl_info#CDL).

### **GRANTING CREDIT**

The School does not give credit for prior experience, training, or relevant education.

### **ATTENDANCE POLICY**

1. Absence – Absence will be considered excused under the following circumstances: illness, death or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the school director. All other absences will be considered unexcused.
2. Tardiness – Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without a legitimate reason on two occasions in one class will be considered as one unexcused absence.
3. Interruption for Unsatisfactory Attendance – Due to the length and comprehensive nature of the commercial driver training, students with one unexcused absence in any class will receive written notification of probation. Any unexcused absence during the remainder of the course will be cause for interruption of the student's training program.
4. Class cuts – Class cuts will be considered unexcused absences.
5. Make-up work – Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of classroom attendance. The student must arrange make-up work with the individual instructor or the school director.
6. Leave of Absence – A written request for an emergency leave of absence will be considered and such leave may be granted to students at the discretion of the school director.
7. Students are expected to attend classes as scheduled as they would be expected to be present for work. Absences and tardiness will be recorded.

### **SATISFACTORY PROGRESS POLICY**

Students are graded as they complete units of the curriculum. Grades are determined as a compliance of examination scores (written and practical) and such other criteria and observations as the school deems appropriate in the training of commercial drivers. Students in the

Professional Driver Course are allowed a maximum of 183 hours and in the Basic Truck Driver Course 120 hours (or 150% of the length of the course) in which to complete the program.

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

The school has not entered into an articulation or transfer agreement with any college, university, or other education institution. The transferability of credits you earn at C R England / Premier Truck Driving School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn in truck driver training is also at the complete discretion of the institution to which you seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending C R England/Premier to determine if your credits or certificate will transfer.

### **STUDENT CONDUCT**

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 upon school premises, possession of weapons upon school premises, disobedient or disrespectful behavior to another student, and administrator or faculty member, or any other stated or determined infraction of conduct.

### **REVISION OF PROGRAMS AND TUITION**

The school reserves the right to change or modify, without notification, the program content, equipment, staff, or materials and organization as necessary, with approval of the Bureau for Private Postsecondary Education ( [www.bppe.ca.gov](http://www.bppe.ca.gov) ), if required. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current attending Students.

## **GRADING**

All grades are based on the numerical system. Students are graded on: written examinations, field tests, driving sessions, methodology and attitude. The school’s grading system is:

- |                   |            |
|-------------------|------------|
| 1. Excellent      | 93 – 100   |
| 2. Above average  | 85 – 92    |
| 3. Average        | 75 – 84    |
| 4. Below average  | 70 – 74    |
| 5. Unsatisfactory | 69 – below |

Behind-the-Wheel Driving Instruction is graded on a Pass/Fail basis. Grade average required for certifying completion of course is a minimum average passing grade or 70% and a Pass on behind-the-wheel driving instruction.

## **CONDITIONS FOR INTERRUPTION FOR UNSATISFACTORY PROGRESS**

When the grade of a student is unsatisfactory for a unit of instruction, the student will be placed on probation. If, during the next unit, the student's grade is still unsatisfactory, the student's training will be interrupted.

## **CONDITIONS FOR RE-ENROLLMENT**

Re-enrollment will be approved only after evidence is shown to the Director's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified.

## **GRADUATION REQUIREMENTS**

1. Have successfully completed all required DMV examinations/requirements.
2. Have successfully completed all specified requirements in Classroom, "Skills" and Road modules with a minimum grade average of 80%.
3. Obtained a Class "A" Commercial Drivers License.

## **CERTIFICATION OF GRADUATION**

A Certificate of Completion will be issued upon satisfactory completion of the course and all tuition and fees are paid in full or otherwise accounted for.

## **STUDENT SERVICES**

### **PLACEMENT ASSISTANCE**

There are no placement services. All students that are enrolled in, and successfully complete training are to be employed by C.R. England, Inc. Conditional Pre-hire letters of employment are issued prior to (and are mandatory for), admission into the training program.

### **ADVISING**

Each student will have a review of his/her progress. Those students experiencing academic or other problems will be advised by an Instructor and/or the Director 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.

### **VISA ASSISTANCE**

The school does not provide visa assistance. Applicants from other countries must have a valid green card or right to work in the United States. Premier Truck Driving School is unable sponsor or vouch for foreign students without a green card or right to work in the United States.

### **HOUSING**

The school does not maintain / provide housing for students. However, short term housing and eating establishments are available in the immediate area of the school's facilities. A student can expect to pay \$280 - \$350 per week for housing at local motels if so desired.

### **REFERENCE MATERIALS**

The school maintains a number of videos, reference books and other pertinent publications germane to the transportation industry. Reference materials are kept for use on the school

premises, but can be checked out by special permission of the course instructor. In these cases, all materials must be signed for by the student and returned the next school day.

### **GRIEVANCE PROCEDURE**

If there are any complaints about the school or any of its staff that cannot be resolved by the instructor, we encourage the student to bring the matter to the attention of the Director who is responsible for the resolution of complaints. If the matter is still unresolved, the next step is to explain the problem in writing to the school's President, or at anytime, to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Dr #400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or by fax (916) 263-1897. A written or oral complaint will be responded to within business 15 days.

### **NON-DISCRIMINATION POLICY**

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

### **STUDENT RECORDS/RIGHT OF PRIVACY**

The Federal Right of Privacy Act of 1964 enables all students to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires the school to maintain these records for no more than a five-year period. Students may request a review of their records by writing to the Director of the School. All such reviews will be scheduled during regular school hours under appropriate supervision. All student records are maintained for a period of 5 years. A transcript-type record is maintained indefinitely.

### **RECORDS RETENTION**

Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for only a five-year period.

## **TUITION POLICIES AND FEES**

### **TUITION POLICY**

All tuition and fees must be paid prior to commencement of classes unless the student has entered into a Tuition Installment Agreement.

### **TUITION ASSISTANCE**

This institution does not participate in federal or state student loan programs. If needed, there are public and private agencies that may provide tuition assistance in the form of loans or grants to those who qualify under their guidelines.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

### **COURSE CHARGES AND FEES**

Course Title: Professional Driver Course	
Registration fee ( <i>Non-Refundable</i> )	\$0.00
Student Tuition Recovery Fund ( <i>Non-Refundable</i> )	\$0.00
Tuition	\$5,995.00
Instructional Materials and Supplies	<u>\$0.00</u>
TOTAL	\$5995.00

### **NOTICE**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. #225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

The current STRF fee is \$.50 per \$1,000. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- 1.The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

### **BUYERS RIGHT TO CANCEL AND REFUND RIGHTS**

You have the right to cancel this agreement for educational service, any equipment or other goods and services, as per the cancellation period.

**Cancellation period:** You may 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. If you cancel, any payment you have made will be returned to you within 30 days following the School's receipt of your cancellation notice.

Cancellation occurs when you give written notice of cancellations at School address shown on the front page of this Agreement. You can do this by mail, in person, by FAX or telegram to the Director of the School listed on front of this agreement.

The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid.

This notice need not take any particular form, it needs only to state you wish to cancel the agreement. You will be given two notice of cancellation forms on the first day of class. If you cancel this agreement, School will refund any money that you paid within 30 days after your notice is received.

If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation or, if after the cancellation period, your last date of attendance. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you, and deduct the cost from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1., School will remit a refund less a registration fee, not to exceed \$250 within 30-days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction, which you have not received, but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified on the front page of this agreement, and return it in good condition within 30 days following the date of your withdrawal, School shall refund the amount paid by you for equipment. If you fail to return equipment in good condition, with 30 days, School may retain the documented cost of the listed equipment. You are liable for the amount, if any, by which the documented cost for equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay it.

## REFUND OF TUITION CALCULATION CHART

The following is the amount of refund of the tuition charges a student will receive if he/she terminates enrollment after completing the following amount of training:

### Professional Driver Course Tuition: \$5,995.00

Percentage	Amount of Refund
25%	\$ 4,496.25
50%	\$ 2,997.50
75%	\$ 1,498.75

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: (A) You notify School of your withdrawal of the actual date of withdrawal; (B) School terminates your enrollment; (C) You fail to attend classes for a three-day period without approval; (D) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

## CURRICULUM

### Truck Driver Courses

**CIP #49.025**

#### Goals and Objectives

C.R. England Truck Driving School's Professional Driver Course objectives are to provide the Trucking/Transportation Industry with competent, entry level drivers who will be employed by C.R. England upon graduation.

C.R. England's Premier graduates are safety conscious, professionally trained and well educated individuals who will be an asset to their employers. They have the knowledge of the latest skills, attitudes and qualifications that will be conducive to a long lasting, profitable and safety oriented employer/employee relationship. Completion of C.R. England's Premier Truck Driving School Professional Driving course will produce a well rounded, skilled, safe and proud driver with the professional attitude necessary to be successful in their chosen career as professional drivers.

### PROFESSIONAL DRIVER COURSE

122 hours

#### COURSE DESCRIPTION

<u>UNIT</u>	<u>BASIC OPERATION</u>	<u>CLASSROOM</u>	<u>LAB</u>	<u>RANGE/STREET</u>
1.1	TRANSPORTATION ORIENTATION			
1.2	CONTROL SYSTEMS			
1.3	VEHICLE INSPECTIONS			
1.4	BASIC CONTROL			
1.5	SHIFTING			
1.6	BACKING			
1.7	FORKLIFT			
1.8	URNS			
SUBTOTAL HOURS:		13.00	34.00	32.00
INCLUDES HANDS ON HOURS:			8.50	10.67
<u>UNIT</u>	<u>SAFE OPERATING PRACTICES</u>	<u>CLASSROOM</u>	<u>LAB</u>	<u>RANGE/STREET</u>
2.1	VISUAL SEARCH			
2.2	VEHICLE COMMUNICATIONS			
2.3	SPEED MANAGEMENT			
2.4	SPACE MANAGEMENT			
SUBTOTAL HOURS:		4.00	4.00	4.00
INCLUDES HANDS ON HOURS:			1.00	1.33



UNIT	ADVANCED OPERATING PROCEDURES	CLASSROOM	LAB	RANGE/STREET
3.1	NIGHT OPERATION			
3.2	EXTREME DRIVING CONDITIONS			
3.3	HAZARD PERCEPTION			
3.4	EMERGENCY MANEUVERS			
3.5	SKID CONTROL & RECOVERY			
SUBTOTAL HOURS:		3.00	2.00	4.00
INCLUDES HANDS ON HOURS:			0.50	1.33
UNIT	VEHICLE SYSTEMS	CLASSROOM	LAB	RANGE/STREET
4.1	VEHICLE SYSTEMS			
4.2	DIAGNOSING & REPORTING			
SUB TOTAL HOURS:		2.00	0.00	0.00
UNIT	NON-VEHICLE ACTIVITIES	CLASSROOM	LAB	RANGE/STREET
5.1	HANDLING CARGO			
5.2	HAZARDOUS MATERIALS			
5.3	HOURS OF SERVICE			
5.4	ACCIDENT PROCEDURES			
5.5	CAREER ADJUSTMENT			
5.6	TRIP PLANNING			
5.7	PUBLIC & EMPLOYER RELATIONS			
SUBTOTAL HOURS:		20.00	0.00	0.00
TOTAL HOURS		42.00	40.00	40.00
INCLUDES HANDS ON HOURS			10.00	13.33

***C.R. England's Premier Truck Driving School is an unaccredited institution which is approved by the BPPE to operate in California.***

**ADDENDUM-2**

**NAMES, TITLES, and QUALIFICATIONS of ADMINISTRATORS AND FACULTY**

<b>School Director</b>	<b>Industry Experience</b>	<b>School Tenure</b>
Trent Bridges	13 years	1 year
<b>Lead Instructor</b>	<b>Industry Experience</b>	<b>School Tenure</b>
Athemus Chevis	10 years	8 years
<b>Classroom Instructor</b>	<b>Industry Experience</b>	<b>School Tenure</b>
Raeanne Nuttall	25 years	4 years
<b>Instructors / Examiners</b>	<b>Industry Experience</b>	<b>School Tenure</b>
Chico Olivarez	29 years	11 years
Richard Bocanegra	21 years	6 years
Lorenzo Chavez	11 years	7 years
Earnest Dailey	8 years	6 years
Robert Jacobs	15 years	8 years
<b>Road / Range Instructors</b>	<b>Industry Experience</b>	<b>School Tenure</b>
Robert Maldonado	10 years	1 year
Demetrius Smith	5 years	1 year
Willie Redmond	48 years	20 years
Vickie Townsel	2 years	1 year
Audra Avalos	5 years	1 year
Norris Crittenden	10 years	3 years
Michael Dailey	2 years	1 year
Carlos De Loera	13 years	1 year
Dimitrios Kalentermidis	3 years	1 year
Day Lyric	10 years	3 years
Victor Nolan	5 years	1 year
<b>Administrative Staff</b>	<b>Industry Experience</b>	<b>School Tenure</b>
Narell Edmondson	16 years	4 years
Cassandra Estrada	4 years	4 years
<b>Shuttle Driver</b>	<b>Industry Experience</b>	<b>School Experience</b>
Therisa Vann	15 years	1 year