

**1 - on - 1 Focused Training  
Instructors 25+ years of Experience**

**Flexible and School Hours**

Summer - 7:00 AM to 8:30 PM

Winter - 7:30 AM to 6:00 PM

Closed for lunch - 12:00 to 12:30

Closed on Saturdays

6 Days a Week

**Effective January 1, 2026 – December 31, 2026**

**Contact Information:**

**1 on 1 Truck Academy**

**Phone: +1(916)380-1218**

**Address: 3602 West Capitol Avenue, West Sacramento, 95691**

**Mailing Address: 813 Harbor Blvd #303, West Sacramento 95691**

**Email: [admin@1on1truckacademy.com](mailto:admin@1on1truckacademy.com)**

**Website: [1on1truckacademy.com](http://1on1truckacademy.com)**

1 on 1 Truck Academy is committed to providing equal access to education and training opportunities for all qualified individuals.

## **CATALOG REVIEW NOTICE**

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement.

Students will be required to sign and date the School Performance Fact Sheet prior to enrollment.

## **FACILITY DESCRIPTION**

Training includes classroom instruction, range training, and public roadway driving conducted in accordance with FMCSA and California DMV standards. Administrative offices and classroom space are located at 3602 West Capitol Avenue, West Sacramento, CA.

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# **SECTION 1 INTRODUCTION**

## **MISSION STATEMENT**

At 1 on 1 Truck Academy, our mission is to provide high-quality, hands-on commercial driver training that equips students with the skills, knowledge, and confidence necessary for a successful career in the trucking industry. We are committed to safety, professionalism, and job readiness, ensuring our graduates meet and exceed industry standards.

Through one-on-one instruction, flexible scheduling, and real-world driving experience, we prepare students for the demands of the transportation sector while fostering a culture of responsibility, discipline, and lifelong learning. Our goal is to bridge the gap between training and employment by offering career-focused education that empowers students to secure stable, high-paying jobs in the trucking industry.

We uphold the highest standards of integrity, compliance, and industry excellence, striving to be a leading choice for individuals seeking a CDL training program that prioritizes safety, efficiency, and career success.

1 on 1 Truck Academy provides commercial driver training that prepares students to safely operate commercial motor vehicles in compliance with federal and state regulations. Instruction emphasizes safety, regulatory compliance, and job readiness.

## **INSTITUTION APPROVAL**

1 on 1 Truck Academy is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means compliance with state standards as set forth in the California Education Code and Title 5 of the California Code of Regulations.

The institution is also listed on the Local Training Provider List (LTPL) and the Eligible Training Provider List (ETPL).

The institution is registered with the Federal Motor Carrier Safety Administration (FMCSA) Training Provider Registry and provides Entry-Level Driver Training (ELDT) in compliance with 49 CFR Part 380.

# **DISCLOSURES**

## **BANKRUPTCY DISCLOSURE**

1 on 1 Truck Academy has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11.

## **FMCSA DISCLAIMER**

1 on 1 Truck Academy provides ELDT training in compliance with 49 CFR Part 380. The institution does not issue CDLs and does not determine licensing eligibility. CDL issuance is determined by the California DMV.

## **HOUSING DISCLOSURE**

The institution does not provide housing.

## **TRANSFERABILITY DISCLOSURE**

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

The transferability of credits you earn at 1 on 1 Truck Academy is at the complete discretion of an institution to which you may seek to transfer.

## SECTION 2 COURSE SYLLABUS

### All programs comply with:

- FMCSA Entry-Level Driver Training (49 CFR Part 380)
- California DMV CDL standards
- Training Provider Registry requirements

Completion of training does not guarantee issuance of a CDL. Licensing eligibility is determined solely by the California DMV.

### ADMISSION REQUIREMENTS

Applicants must:

- Be at least 18 years of age (21 for interstate driving)
- Possess a valid California Driver License
- Obtain a Commercial Learner's Permit (CLP)
- Meet DOT medical certification requirements (49 CFR Part 391)
- Demonstrate sufficient English proficiency

The institution does not make immigration determinations or licensing eligibility decisions.

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### ENGLISH LANGUAGE PROFICIENCY

All instruction is delivered in English. Students must demonstrate sufficient English proficiency to read traffic signs, understand instructions, and respond to official inquiries as required under federal regulations.

The institution does not provide ESL instruction.

Language assistance for vital documents is available upon request consistent with 29 CFR Part 38.

## **Course Outline**

### **Class A Commercial Driver License Program**

#### **120 Total Clock Hours**

**Total Program Hours: 120**

#### **Instructional Components:**

- **ELDT Theory, Permit Preparation, and Endorsement Training — 60 Hours**
- **Range and Yard Skills Training (Inspection, Backing, Maneuvers) — 50 Hours**
- **Behind-the-Wheel Public Road Driving — 10 Hours**

**Estimated Completion Time: 4 weeks (calendar duration may vary based on DMV exam**

**availability)**

#### **Program Overview:**

This comprehensive 120-hour course is designed to equip students with the theoretical knowledge, technical skills, and federally required competencies necessary to operate combination vehicles with a Gross Combination Weight Rating (GCWR) of 26,001 lbs or more. Training is delivered through classroom-based ELDT theory, range (skills) instruction, and behind-the-wheel driving, along with endorsement exam preparation.

## **Program Components**

### **THEORY ASSESSMENT RECORD**

#### **Program: Theory Instruction**

Theory topics assessed include:

- **Basic Vehicle Operation**
- **Safe Operating Procedures**
- **Advanced Operating Practices**
- **Vehicle Systems and Reporting**

**Malfunctions**

- **Non-Driving Activities**
- **Hours of Service**

- Hazard Perception
- Speed and Space Management

- Road Signs and Traffic Control Devices
- Combination Vehicles
- Air Brakes

Student knowledge is evaluated using FMCSA-aligned theory assessments. Successful completion

of theory instruction is required prior to advancement.

## **RANGE / YARD TRAINING ASSESSMENT RECORD**

### **Program: Skills / Yard Training**

Regulatory Alignment: FMCSA 49 CFR Part 380; California CDL Testing Standards

Range (yard) instruction is conducted to ensure students develop required vehicle control

and inspection skills prior to public roadway operation.

Range skills assessed include:

- Pre-Trip Inspection (FMCSA standards)
- Coupling and Uncoupling
- Forward Stop
- Straight Line Backing
- Forward Offset Backing
- Reverse Offset Backing
- Alley Dock Backing

Students receive instructor-led, behind-the-wheel yard training. Skills are demonstrated, practiced, and evaluated prior to advancement.

## **ON-THE-ROAD DRIVING ASSESSMENT RECORD**

### **Program: Behind-the-Wheel (On-The-Road)**

Training Environment: Public Roadways and Freeways

Regulatory Reference: FMCSA 49 CFR Part 380, Appendix A; California DMV Driving Standards

On-the-road instruction provides real-world driving experience under instructor supervision, emphasizing safety and compliance.

On-the-road skills assessed include:

- Vehicle Control and Lane Positioning
- Turns and Intersections
- Lane Changes and Merging
- Speed and Space Management
- Freeway Driving
- Railroad Crossing Procedures
- Reading and Obeying Traffic Signs and Signals
- Hazard Perception and Defensive Driving

Instruction is conducted using manual and automatic transmission vehicles.

### **SCHEDULING POLICY: FLEXIBLE AND SCHOOL CLASS HOURS**

At 1 on 1 Truck Academy, all training is delivered one-on-one and scheduled based on mutual availability between the student and instructor.

#### **Implementation Process:**

- Students select preferred time slots upon enrollment.
- Classes are typically held in 2-hour blocks, 6 days a week, between 7:30 AM and 6:00 PM.
- Summer hours between 7:00 AM and 8:30 PM.
- Winter hours between 7:30 AM and 6:00 PM.
- Closed for lunch between 12:00 PM and 12:30 PM.
- Closed on Saturdays.

#### **Adjustments:**

- Schedule changes must be communicated at least 24 hours in advance.
- Students may request alternate time slots by contacting the school directly. Priority is given to students with consistent attendance.

- As students' progress, the length of training sessions may increase based on readiness for the DMV exam.

### **DMV TESTING WAIT PERIOD & CONTINUED TRAINING**

After obtaining a Commercial Learner's Permit (CLP), students are scheduled for a DMV skills exam approximately two weeks later, in accordance with 49 CFR §383.25(e). During this time:

- Students remain actively enrolled in the program.
- There is no formal recess.
- Students continue participating in training activities to reinforce skills.
- The school may provide additional practice sessions, mock tests, or evaluations to maintain proficiency.
- This wait period may slightly extend the calendar duration of the program, but does not exceed or alter the 120-hour instructional requirement.

### **GRADUATION REQUIREMENTS**

To graduate and be recommended for the DMV road test:

- Students must complete 120 instructional hours.
- Students must demonstrate proficiency in required competencies.
- Students must maintain regular attendance and follow safety procedures.

### **PROFICIENCY AND DMV TEST ELIGIBILITY**

**Completion of the program does not automatically qualify a student for DMV testing.**

**Students must demonstrate proficiency in required skills and safety standards, including pre-trip inspection, backing maneuvers, and safe vehicle operation.**

**Students who do not meet proficiency standards may be classified as:**

**"Course Completed – Not Graduated"**

**These students will not be referred to the DMV for testing until they meet required competency levels.**

**The institution reserves the right to withhold DMV test authorization if a student is deemed unsafe or not adequately prepared.**

**STUDENT ACKNOWLEDGMENT**

By signing below, I acknowledge that I understand and accept the policies, structure, and

duration of the Class A CDL program at 1 on 1 Truck Academy, including the DMV testing wait period and continued training expectations.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **COURSE OUTLINE**

### **Class B Commercial Driver License Program**

**90 Total Clock Hours**

**40 Theory / 40 Range / 10 Behind-the-Wheel**

**Estimated Completion Time: 4 weeks (calendar duration may vary based on DMV exam availability)**

### **Program Overview:**

This 90-hour course is designed to prepare students for the operation of single commercial motor vehicles with a Gross Vehicle Weight Rating (GVWR) of 26,001lbs or more, or vehicles towing a trailer not exceeding 10,000 lbs. The curriculum includes classroom-based theory, practical skills training, and targeted endorsement preparation to ensure full compliance with federal standards.

Total Program Hours: 120

ELDT Theory, Permit Preparation, and Endorsement Training — 60 Hours

Range and Yard Skills Training — 50 Hours

Behind-the-Wheel Public Road Driving — 10 Hours

STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF)...

CREDIT FOR PRIOR EXPERIENTIAL LEARNING

No credit is awarded for prior experiential learning.

ENGLISH LANGUAGE PROFICIENCY

Students must demonstrate sufficient English proficiency.

FACULTY QUALIFICATIONS

Instructors have relevant experience, with senior instructors up to 25 years.

PROFICIENCY POLICY

Completion does not guarantee DMV test eligibility. Students must meet safety and skill standards.

## **PROGRAM COMPONENTS**

### **THEORY ASSESSMENT RECORD**

#### **Program: Theory Instruction**

Theory topics assessed include:

- Basic Vehicle Operation
- Safe Operating Procedures

- Advanced Operating Practices
- Vehicle Systems and Reporting Malfunctions
- Non-Driving Activities
- Hours of Service
- Hazard Perception
- Speed and Space Management

- Road Signs and Traffic Control Devices
- Combination Vehicles
- Air Brakes

Student knowledge is evaluated using FMCSA-aligned theory assessments. Successful completion of theory instruction is required prior to advancement.

## **RANGE / YARD TRAINING ASSESSMENT RECORD**

### **Program: Skills / Yard Training**

Regulatory Alignment: FMCSA 49 CFR Part 380; California CDL Testing Standards

Range (yard) instruction is conducted to ensure students develop required vehicle control

and inspection skills prior to public roadway operation.

Range skills assessed include:

- Pre-Trip Inspection (FMCSA standards)
- Coupling and Uncoupling
- Forward Stop
- Straight Line Backing
- Forward Offset Backing
- Reverse Offset Backing
- Alley Dock Backing

Students receive instructor-led, behind-the-wheel yard training. Skills are demonstrated, practiced, and evaluated prior to advancement.

## **ON-THE-ROAD DRIVING ASSESSMENT RECORD**

### **Program: Behind-the-Wheel (On-The-Road)**

Training Environment: Public Roadways and Freeways

Regulatory Reference: FMCSA 49 CFR Part 380, Appendix A; California DMV Driving Standards On-the-road instruction provides real-world driving experience under instructor

supervision, emphasizing safety and compliance.

On-the-road skills assessed include:

- Vehicle Control and Lane Positioning
- Turns and Intersections
- Lane Changes and Merging
- Speed and Space Management
- Freeway Driving
- Railroad Crossing Procedures
- Reading and Obeying Traffic Signs and Signals
- Instruction is conducted using manual and automatic transmission vehicles.
- Hazard Perception and Defensive Driving

### **SCHEDULING POLICY: FLEXIBLE AND SCHOOL CLASS HOURS**

At 1 on 1 Truck Academy, all training is delivered one-on-one and scheduled based on mutual availability between the student and instructor.

#### **Implementation Process:**

- Students select preferred time slots upon enrollment.
- Classes are typically held in 2-hour blocks, 6 days a week, between 7:30 AM and 6:00 PM.
- Summer hours between 7:00 AM and 8:30 PM.
- Winter hours between 7:30 AM and 6:00 PM.
- Closed for lunch between 12:00 PM and 12:30 PM.
- Closed on Saturdays.

#### **Adjustments:**

- Schedule changes must be communicated at least 24 hours in advance.
- Students may request alternate time slots by contacting the school directly. Priority is given to students with consistent attendance.
- As students' progress, the length of training sessions may increase based on readiness for the DMV exam.

## **DMV TESTING WAIT PERIOD & CONTINUED TRAINING**

After obtaining a Commercial Learner's Permit (CLP), students are scheduled for a DMV skills exam approximately two weeks later, in accordance with 49 CFR §383.25(e). During this time:

- Students remain actively enrolled in the program.
- There is no formal recess.
- Students continue participating in training activities to reinforce skills.
- The school may provide additional practice sessions, mock tests, or evaluations to maintain proficiency.
- This wait period may slightly extend the calendar duration of the program, but does not exceed or alter the 90-hour instructional requirement.

## **GRADUATION REQUIREMENTS**

To graduate and be recommended for the DMV road test:

- Students must complete 90 instructional hours.
- Students must demonstrate proficiency in required competencies.
- Students must maintain regular attendance and follow safety procedures.

## **PROFICIENCY AND DMV TEST ELIGIBILITY**

**Completion of the program does not automatically qualify a student for DMV testing.**

**Students must demonstrate proficiency in required skills and safety standards, including pre-trip inspection, backing maneuvers, and safe vehicle operation.**

**Students who do not meet proficiency standards may be classified as:**

**"Course Completed – Not Graduated"**

**These students will not be referred to the DMV for testing until they meet required competency levels.**

**The institution reserves the right to withhold DMV test authorization if a student is deemed unsafe or not adequately prepared.**

**STUDENT ACKNOWLEDGMENT**

By signing below, I acknowledge that I understand and accept the policies, structure, and

duration of the Class B CDL program at 1 on 1 Truck Academy, including the DMV testing wait period and continued training expectations.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **REFRESHER COURSES – 1 ON 1 TRUCK ACADEMY**

Refresher courses are available for individuals who have either failed the DMV exam or already hold a CDL but are seeking additional training to regain confidence or improve their skills.

Pricing Breakdown:

- DMV Truck Rental: \$600.00
- Skills Refresher (Range Training): \$2,500.00
- Driving Refresher (Behind-the-Wheel): \$1,200.00
- Hazard Perception and Defensive Driving

Instruction is conducted using manual and automatic transmission vehicles.

## **STUDENT ACKNOWLEDGMENT**

By signing below, I acknowledge that I understand and accept the policies, structure, and

duration of the Refresher Course(s) program at 1 on 1 Truck Academy, including the DMV testing wait period and continued training expectations.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **DOT & FMCSA STUDENT SELF-CERTIFICATION**

**1 on 1 Truck Academy**

**3C02 West Capitol Ave**

**West Sacramento, CA 95C91**

I acknowledge that compliance with all applicable United States Department of Transportation (DOT) requirements is my responsibility as a student and prospective commercial motor vehicle operator. This includes, but is not limited to, the following:

- Obtaining and maintaining a valid DOT Medical Examiner's Certificate as required under 49 CFR Part 391.
- Complying with applicable drug and alcohol testing requirements under 49 CFR Part 382, when required.

I understand that 1 on 1 Truck Academy does not conduct DOT drug or alcohol testing and does not issue or certify DOT medical certificates, unless otherwise stated in writing.

By signing below, I self-certify that I am able to meet all applicable DOT requirements necessary to participate in commercial driver training and licensing activities. I understand that failure to meet these requirements may affect my ability to continue training or obtain a commercial driver license.

### **STUDENT ACKNOWLEDGMENT**

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 3: Fee Structure

### Notes:

- Retest Fees apply if a student fails and needs additional testing.
- Refresher Courses are only offered for certain programs.
- Manual Training includes one DMV drive test.

Program	Text/ Material	Behind-the-wheel	On The Road	Total Program Cost
Class A – 120 Hour CDL Program	\$3,500	\$2,500	\$1,500	\$7,500
Class B – 90 Hour CDL Program	\$3,500	\$2,500	\$1,500	\$7,500

***These total charges represent the full cost of the program for a period of attendance.***

***The institution does not participate in Title IV federal financial aid programs.***

Program	Truck Rental	Range	Behind-the-Wheel	
REFRESHER (s)	\$600.00	\$2,500.00	\$1,200	

### Other Fees (If Applicable)

- **Exam Truck Rental (2 hrs)** - \$600 (Non-Refundable after 1<sup>st</sup> attempt fail)
- **Manual Transmission Course** - \$2,500 (Includes 1 Drive Test)

## **Institutional Tuition Adjustments**

The institution may apply an institutional tuition adjustment at its discretion. Any such adjustment will be reflected in the student's enrollment agreement at the time of enrollment.

All refunds will be calculated based on the net tuition charged as stated in the student's executed enrollment agreement.

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

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.

You must pay the state-imposed assessment for the STRF if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

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

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

The STRF assessment rate is \$2.50 per \$1,000 of institutional charges (or the current rate set by the State of California).

To be eligible for STRF, you must have suffered an economic loss and must file a claim within the time limits set forth in the STRF regulations.

The application for STRF is available online at [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **CANCELLATION POLICY**

Students may cancel the enrollment agreement and receive a full refund of all monies paid, less a non-refundable application fee not to exceed \$250, if cancellation is made before the first class session or within seven (7) calendar days after enrollment, whichever is later.

Cancellation must be submitted in writing.

## **WITHDRAWAL AND PRO RATA REFUND**

Students who withdraw after instruction has begun and have completed 60% or less of the program shall receive a pro rata refund of institutional charges.

Refunds are issued within 45 days.

Truck rental or other service-based charges apply only after the cancellation period

has expired and the service has been rendered.

Refunds will be calculated based on the net tuition charged as reflected in the student's executed enrollment agreement.

## **REFUND POLICY FOR INSTITUTIONAL CHARGES**

In compliance with California Education Code §94844

Pro Rata Refund – All Students (Federal, State, or Nonfederal Aid)

Students who withdraw from training after instruction has begun and have completed 60% or less of the program period will receive a pro rata refund of any institutional charges, regardless of whether those charges were paid by:

- The student directly (self-pay),
- Federal funding (Title I funds),
- State or local workforce development funds, or
- Any other third-party sponsor.

Refunds will be calculated and issued to the appropriate source of payment in accordance with applicable federal, state, and local regulations and contracts. If multiple

sources of funding were used, refunds will be allocated proportionally, ensuring compliance with the funding agency's requirements.

100% Refund Upon Early Cancellation

Students are entitled to a 100% refund of all institutional charges (less a nonrefundable application fee not to exceed \$250) if notice of cancellation is provided:

- Before attending the first-class session, or
- Within seven (7) calendar days of enrollment, whichever is later.

### **Definition of Institutional Charges**

“Institutional charges” refer to any tuition or fees paid directly to 1-on-1 Truck Academy

for an educational program, including but not limited to:

- Entry-Level Driver Training (ELDT) Theory,
- Range/Skills Training,
- Behind-the-Wheel Training,
- Examinations, materials, or other program-related fees.

### **Additional Notes**

- Refunds will be issued within 45 days of the date of withdrawal, cancellation, or determination of ineligibility.
- Refunds of federal or state aid will follow the funding agency’s required procedures.
- Students remain responsible for any outstanding balance not covered by aid or refunds

## SECTION 4: Evaluation And Attendance

### Overview

- Pass/fail scores are utilized for all skills examinations, quizzes, and the written final examination.
- Students must receive passing grades on all skills examinations and achieve 95% or better on the final examination.
- Progressive Testing: Students must demonstrate competency at each stage before proceeding to the next level of training. If a student does not demonstrate competency within the allocated time, their training will be discontinued. This approach ensures preparation for the final DMV drive test.
- Participation and attendance are evaluated throughout the program. The student's final grade will be calculated based on the following grading scale.

Grading Scale Category	Expectation
Participation/Attendance	Students may not miss more than three (3) classes. Exceeding this limit may lead to disenrollment or reenrollment, depending on the situation.
Midterm 20%	Must achieve 95% or higher
Final Exam 30%	Must achieve 95% or higher
Skills 30%	Must demonstrate competency at each level before progressing
Total	100%

- Students who receive less than 95% on the final exam may retake it at the discretion of the instructor.
- Retesting students will receive a maximum grade of 95% on the exam.
- If a student's cumulative score falls below 95%, they will be warned that they are at risk of failing the program.
- If a student is dropped from the program due to low grades or failure to meet competency requirements, they will not be eligible to take the state licensing exam. This structured approach ensures that every student is fully prepared for the final DMV drive test, reinforcing confidence and competence before testing.

### CREDIT FOR PRIOR EXPERIENTIAL LEARNING

**1 on 1 Truck Academy does not award credit for prior experiential learning.**

**All students are required to complete the full instructional hours of the program in which they are enrolled.**

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## **ENGLISH LANGUAGE PROFICIENCY**

All instruction is delivered in English.

Students must demonstrate sufficient English proficiency to:

- Read and understand traffic signs
- Communicate effectively with instructors
- Respond to official inquiries

Proficiency may be determined through verbal or written evaluation conducted by the institution.

The institution does not provide ESL instruction.

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## **FACULTY AND INSTRUCTOR QUALIFICATIONS**

Instructors at 1 on 1 Truck Academy possess relevant industry experience appropriate to the training provided.

Senior instructors may have up to 25 years of commercial driving experience.

All instructors hold a valid Commercial Driver License (CDL) and demonstrate knowledge of FMCSA regulations and California DMV standards.

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## **ACADEMIC PROBATION AND DISMISSAL POLICY**

Students may be placed on probation for failure to meet academic or attendance requirements.

Dismissal may occur for unsafe behavior, failure to meet competency standards, or violation of institutional policies.

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## **LEAVE OF ABSENCE POLICY**

The institution does not offer a formal leave of absence.

Students who are unable to attend may be withdrawn from the program and may re-enroll at the institution's discretion.

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## **HOUSING DISCLOSURE**

The institution does not provide housing or assist students in securing housing.

Estimated housing costs in the West Sacramento area range from approximately \$800 to \$1,800 per month.

Students are solely responsible for securing their own housing.

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#### **STANDARD OCCUPATIONAL CLASSIFICATION (SOC) CODES**

Graduates of this program may seek employment in the following occupations:

- 53-3032 Heavy and Tractor-Trailer Truck Drivers
  - 53-3052 Bus Drivers (if applicable)
- 

#### **FEDERAL FINANCIAL AID DISCLOSURE**

The institution does not participate in federal student financial aid programs.

If a student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid funds.

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#### **VISA SERVICES DISCLOSURE**

1 on 1 Truck Academy does not provide visa services and does not enroll international students on student visas.

## Assessment Criteria

Category	4 - Excellent	3 - Proficient	2 - Developing	1 – Needs Improvement
<b>Attendance &amp; Punctuality</b>	Always arrives on time and regularly attends class	Occasionally late (once every two weeks) but regularly attends class	Frequently late (more than once every two weeks) but attends regularly	Often late (more than once a week) and/or has poor class attendance
<b>Engagement &amp; Participation</b>	Actively participates by sharing ideas, asking questions, and contributing more than once per class	Participates by sharing ideas and asking questions at least once per class.	Rarely participates, offering few ideas or questions.	Does not contribute to class discussions or activities.
<b>Listening Skills</b>	Listens attentively, engages in discussions and builds upon others' ideas.	Listens to others in both group and class discussions.	Sometimes inattentive or disengaged when others are speaking.	Frequently inattentive, disrupts, or interrupts when others are speaking.
<b>Behavior &amp; Respect</b>	Consistently respectful, follows classroom rules, and never disrupts class.	Rarely displays disruptive behavior. generally respectful	Occasionally disruptive but follows instructions when reminded	Often disruptive, disregards rules, and interrupts learning
<b>Preparation &amp; Readiness</b>	Always prepared with assignments and materials; demonstrates strong commitment to learning	Usually prepared with assignments and required materials	Sometimes unprepared. Missing assignments or necessary materials	Frequently unprepared, rarely brings assignments or material.

## **DMV Exam & Retest Policy**

- **DMV Truck Use for Exam (Included in Tuition):** Tuition covers only the first DMV drive test attempt using the school's truck, at no additional cost.
- **Second s Third DMV Test Attempt – Truck Rental:** If a second or third attempt is required, a \$600 non-refundable truck rental fee applies per attempt. This includes 2 hours of prep training and use of the school truck for the exam.
- **DMV Retest Fee:** The DMV charges \$45 per retest, which must be paid separately by the student for both the second and third attempts.
- **Retest Scheduling:** Retests are scheduled by the school based on availability of the DMV, the student, and the school. Students must notify the school to initiate scheduling.

## **Learning Resources**

While enrolled at 1 on 1 Truck Academy, students have access to instructional resources designed to support their understanding of commercial driving theory, safety practices, and vehicle operation. These resources are available to students throughout their training period and are intended to reinforce classroom instruction and practical training.

### **Printed Instructional Materials**

Students have access to printed reference materials and study guides related to commercial driver training. These materials may include CDL manuals, inspection guides, and training worksheets used to support preparation for the California Commercial Learner's Permit (CLP) and CDL examinations.

### **Online Learning Resources**

Students may access digital learning materials used in the Entry-Level Driver Training (ELDT) theory portion of the program. These resources may include instructional modules, practice quizzes, and other online materials designed to reinforce required training topics.

### **Instructional Video Resources**

Students may be provided access to educational videos that demonstrate proper commercial vehicle operation, pre-trip inspection procedures, backing maneuvers, defensive driving techniques, and other safety practices related to CDL training.

## **Instructor Support**

Instructors are available to assist students in reviewing training materials and clarifying instructional topics when additional guidance is needed.

These learning resources are available to enrolled students during their participation in the training program and are intended to supplement classroom instruction and behind-the-wheel training.

## **STUDENT SERVICES**

- Job readiness assistance
- Resume guidance
- Interview preparation

The institution does not guarantee employment.

## **SECTION 5: Equal Opportunity and Language Access Policy**

### **NON-DOMICILED COMMERCIAL DRIVER'S LICENSE (CDL)**

#### **CALIFORNIA DMV, FEDERAL, AND STATE REGULATORY NOTICE**

The U.S. Department of Transportation (DOT), through the Federal Motor Carrier Safety Administration (FMCSA), establishes national safety standards for Commercial Driver's Licenses (CDLs). These federal standards are implemented by the California Department of Motor Vehicles (CA DMV) and are codified in Title 49 of the Code of Federal Regulations (CFR), Parts 383 and 384, as well as applicable sections of the California Vehicle Code.

#### **What Is a Non-Domiciled CDL?**

A non-domiciled CDL is a commercial driver's license issued by the California DMV to an individual who does not have permanent residence (domicile) in the United States, but who may be lawfully present in the country for a limited period, subject to federal and state requirements.

#### **Who Issues CDLs in California?**

The California DMV is the sole authority responsible for issuing Commercial Learner's Permits (CLPs) and CDLs in the State of California. The California DMV must comply with FMCSA federal regulations when issuing, renewing, suspending, or canceling CDLs. Training institutions do not issue CDLs and do not determine licensing eligibility or immigration status.

#### **Federal and State CDL Requirements**

Under federal and California law:

CDL applicants must meet knowledge, skills, medical, and safety standards. The California DMV is required to verify identity and lawful presence, consistent with federal law. CDL issuance and enforcement are governed by:

49 CFR Part 383 – Commercial Driver’s License Standards

49 CFR Part 384 – State Compliance and CDL Enforcement

Applicable provisions of the California Vehicle Code

### **FMCSA Update on Non-Domiciled CDLs**

In September 2025, FMCSA published an Interim Final Rule titled:

“Restoring Integrity to the Issuance of Non-Domiciled Commercial Driver’s Licenses”  
(90 Federal Register 47627; RIN 2126-AC98)

This rule was intended to strengthen oversight of non-domiciled CDLs and ensure that such licenses are issued only in compliance with federal safety and lawful presence requirements.

### **At this time:**

The rule is subject to a federal court stay and is not currently being enforced.

The California DMV continues to issue non-domiciled CDLs under the existing federal framework in 49 CFR Parts 383 and 384, and applicable California law, until further federal action occurs.

### **What This Means for Students**

Eligibility for a CLP or CDL is determined only by the California DMV.

Completion of training does not guarantee issuance of a CLP or CDL.

Students are responsible for:

Confirming eligibility requirements with the California DMV

Providing all documents required by the DMV

Complying with all federal and California CDL laws and regulations

### **Role of the Institution**

1 on 1 Truck Academy provides CDL training in compliance with FMCSA regulations and the requirements of the California Bureau for Private Postsecondary Education (BPPE). The institution does not provide legal advice, immigration determinations, or licensing decisions and has no authority over CDL issuance by the California DMV.

Regulatory References

49 CFR Part 383 – Commercial Driver’s License Standards

49 CFR Part 384 – State Compliance with CDL Requirements

90 FR 47627 (Sept. 29, 2025) – FMCSA Interim Final Rule on Non-Domiciled CDLs  
(currently stayed)

California Vehicle Code, Commercial Driver Licensing Provisions

## **Equal Opportunity Commitment**

1 on 1 Truck Academy is committed to providing equal opportunity in education, training, admissions, and employment practices. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination, harassment, or retaliation in the administration of any program or activity on the basis of race, color, religion, sex, national origin, ancestry, age, disability, political affiliation or belief, citizenship, gender identity, gender expression, sexual orientation, marital status, genetic information, medical condition, or veteran status.

This policy is implemented in accordance with applicable federal and state laws, including:

- 29 CFR Part 38
- Title VI of the Civil Rights Act
- Title IX of the Education Amendments
- Section 504 of the Rehabilitation Act
- Americans with Disabilities Act (ADA)
- California Fair Employment and Housing Act (FEHA)

1 on 1 Truck Academy is committed to providing equal access to education and training opportunities for all qualified individuals.

## **Language of Instruction**

All core instruction, assessments, examinations, testing, and training materials at 1 on 1 Truck Academy are delivered in the English language, as required by the Federal Motor Carrier Safety Administration (FMCSA). Students must possess sufficient English proficiency to safely participate in training and to meet federal standards applicable to commercial motor vehicle operators.

## **Language Access and Assistance**

The institution provides meaningful access to vital program information for individuals with Limited English Proficiency (LEP) upon request and at no cost. Language assistance may include oral interpretation by a qualified interpreter and/or written translation of vital documents when necessary.

Language assistance services may be provided for administrative and informational purposes, including enrollment procedures, institutional policies, grievance procedures, and student rights.

However, core training instruction, CDL testing preparation, and program assessments must be conducted in English in accordance with federal commercial driver regulations.

### **Interpreter Standards**

Students will not be required to provide their own interpreter. When interpretation services are necessary, the institution will make reasonable efforts to arrange qualified interpreters.

Friends, relatives, or accompanying individuals may not be used as interpreters for enrollment agreements or other legal or contractual documents except in emergency situations when no alternative is immediately available. All interpretation services must be accurate, impartial, and confidential.

### **Equal Opportunity Officer**

1 on 1 Truck Academy designates the School Administrator as the Equal Opportunity Officer responsible for coordinating compliance nondiscrimination requirements.

Questions or concerns regarding equal opportunity, discrimination, or language access may be directed to:

School Administrator / Equal Opportunity Officer

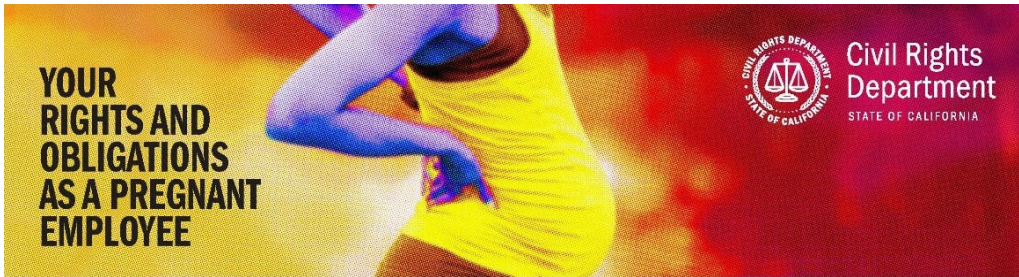
**1 on 1 Truck Academy**

**3C02 West Capitol Avenue**

**West Sacramento, CA 95C91**

**Phone: (916) 380-1218**

**Email: [admin@1on1truckacademy.com](mailto:admin@1on1truckacademy.com)**



**IF YOU ARE PREGNANT, HAVE A PREGNANCY-RELATED MEDICAL CONDITION, OR ARE RECOVERING FROM CHILDBIRTH, PLEASE READ THIS NOTICE.**

**YOUR EMPLOYER\* F&AN OBLIGATION TO**

- Reasonably accommodate your medical needs related to pregnancy, childbirth, or related conditions (such as temporarily modifying your work duties, providing you with a stool or chair, or allowing more frequent breaks);
- Transfer you to a less strenuous or hazardous position (if one is available) or duties if medically needed because of your pregnancy;
- Provide you with pregnancy disability leave (PDL) of up to four months (the working days you normally would work in one-third of a year or 17 1/3 weeks) and return you to your same job when you are no longer disabled by your pregnancy or, in certain instances, to a comparable job. Taking PDL, however, does not protect you from non-leave related employment actions, such as a layoff;
- Provide a reasonable amount of break time and use of a room or other location in close proximity to the employee's work area to express breast milk in private as set forth in the Labor Code; and
- Never discriminate, harass, or retaliate on the basis of pregnancy.

**FOR PREGNANCY DISABILITY LEAVE**

- PDL is not for an automatic period of time, but for the period of time that you are disabled by pregnancy, childbirth, or related medical condition. Your health care provider determines how much time you will need.
- Once your employer has been informed that you need to take PDL, your employer must guarantee in writing that you can return to work in your same or a comparable position if you request a written guarantee. Your employer may require you to submit written medical certification from your health care provider substantiating the need for your leave.
- PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, and doctor-ordered bed rest, and covers conditions such as severe morning sickness, gestational diabetes, pregnancy-induced hypertension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or post-partum depression.
- PDL does not need to be taken all at once but can be taken on an as-needed basis as required by your health care provider, including intermittent leave or a reduced work schedule.
- Your leave will be paid or unpaid depending on your employer's policy for other medical leaves. You may also be eligible for state disability insurance or Paid Family Leave (PFL), administered by the California Employment Development Department.
- At your discretion, you can use any vacation or other paid time off during your PDL.
- Your employer may require or you may choose to use any available sick leave during your PDL.
- Your employer is required to continue your group Health coverage during your PDL at the same level and under the same conditions that coverage would have been provided if you had continued in employment continuously for the duration of your leave.
- Taking PDL may impact certain of your benefits and your seniority date; please contact your employer for details.

**NOTICE OBLIGATIONS AS AN EMPLOYEE**

- Give your employer reasonable notice. To receive reasonable accommodation, obtain a transfer, or take PDL, you must give your employer sufficient notice for your employer to make appropriate plans. Sufficient notice means 30 days advance notice if the need for the reasonable accommodation, transfer, or PDL is foreseeable, or as soon as practicable if the need is an emergency or unforeseeable.
- Provide a written medical certification from your health care provider. Except in a medical emergency where there is no time to obtain it, your employer may require you to supply a written medical certification from your health care provider of the medical need for your reasonable accommodation, transfer or PDL. If the need is an emergency or unforeseeable, you must provide this certification within the time frame your employer requests, unless it is not practicable for you to do so under the circumstances despite your diligent, good faith efforts. Your employer must provide at least 15 calendar days for you to submit the certification. See if your employer has a copy of a medical certification form to give to your health care provider to complete.
- Please note that if you fail to give your employer reasonable advance notice or, if your employer requires it, written medical certification of your medical need, your employer may be justified in delaying your reasonable accommodation, transfer, or PDL.

**ADDITIONAL LEAVE UNDER THE CALIFORNIA FAMILY RIGHTS ACT (CFRA)**

Under the California Family Rights Act (CFRA), if you leave more than 12 months of service with an employer, and leave worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to a family care or medical leave (CFRA leave). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child, or for your own serious health condition or that of your child, parent\*\*\*, spouse, domestic partner, grandparent, grandchild, sibling, or someone else related by blood or in family relationship with the employee ("designated person"). Employers may pay their employees while taking CFRA leave, but employers are not required to do so, unless the employee is taking accrued paid time-off while on CFRA leave. Employees taking CFRA leave may be eligible for benefits administered by Employment Development Department.

**TO FILE A COMPLAINT**

Civil Rights Department  
[calcivilrights.ca.gov/conjplaintprocess](http://calcivilrights.ca.gov/conjplaintprocess)  
 Toli Free: 800.984.1684 / TTY: 800.700.2320  
 California Relay Service (711)

Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.

for translations of this notice, visit:  
[www.calcivilrights.ca.gov/Dosters/required](http://www.calcivilrights.ca.gov/Dosters/required)

\*PDL, CFRA leave, and anti-discrimination protections apply to employers of 5 or more employees; anti-harassment protections apply to employers of 1 or more.  
 \*\* "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee or the employee's domestic partner, or a person to whom the employee stands in loco parentis.  
 \*\*\* "Parent" includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a minor.



# THE RIGHTS OF EMPLOYEES WHO ARE TRANSGENDER OR GENDER NONCONFORMING

Civil Rights Department  
STATE OF CALIFORNIA

**CALIFORNIA LAW PROTECTS TRANSGENDER AND GENDER NONCONFORMING PEOPLE FROM DISCRIMINATION, HARASSMENT, AND RETALIATION AT WORK. THESE PROTECTIONS ARE ENFORCED BY THE CIVIL RIGHTS DEPARTMENT (CRD).**

## THINGS YOU NEED TO KNOW

**1. Does California law protect transgender and gender nonconforming employees from employment discrimination?**

Yes. All employees, including applicants, unpaid interns, volunteers, and contractors are protected from discrimination at work when based on a protected characteristic, such as their gender identity, gender expression, sexual orientation, race, or national origin. This means that private employers with five or more employees may not, for example, refuse to hire or promote someone because they identify as — or are perceived to identify as — transgender or non-binary or because they express their gender in non-stereotypical ways. Employment discrimination can occur at any time during the hiring or employment process. In addition to refusing to hire or promote someone, unlawful discrimination includes discharging an employee, subjecting them to worse working conditions, or unfairly modifying the terms of their employment because of their gender identity or gender expression.

**2. Does California law protect transgender and gender nonconforming employees from harassment at work?**

Yes. All employers are prohibited from harassing any employee, intern, volunteer, or contractor because of their gender identity or gender expression. For example, an employer can be liable if co-workers create a hostile work environment (whether in person or virtual) for an employee who is undergoing a gender transition. Similarly, an employer can be liable when customers or other third parties harass an employee because of their gender identity or expression, such as intentionally referring to a gender-nonconforming employee by the wrong pronouns or name.

**3. Does California law protect employees who complain about discrimination or harassment in the workplace?**

Yes. Employees are prohibited from retaliating against any employee who asserts their right under the law to be free from discrimination or harassment. For example, an employer commits unlawful retaliation when it responds to an employee making a discrimination complaint — to the supervisor, human resources staff, or CRD — by cutting their shifts.

**4. If bathrooms, showers, and locker rooms are sex-segregated, can employees choose the one that is most appropriate for them?**

Yes. Employees have the right to use a single-stall restroom that is gender-neutral (or all-gender) if that is the most appropriate for them. In addition, where possible, an employer should provide an easily accessible, gender-neutral (or all-gender) single-user facility for use by any employee. The use of single-stall restrooms

and other facilities should always be a matter of choice. Employees should never be forced to use one, as a matter of policy or due to harassment.

**5. Does an employee have the right to be addressed by the name and pronouns that correspond with their gender identity or gender expression?**

Yes. Employees have the right to use and be addressed by the name and pronouns that correspond with their gender identity or gender expression. These are sometimes known as "chosen" or "preferred" names and pronouns. For example, an employee does not need to have legally changed their name or birth certificate, nor have undergone any type of gender transition (such as surgery), to use a name and/or pronouns that correspond with their gender identity or gender expression. An employer may be legally obligated to use an employee's legal name in specific employment records, but when no legal obligation compels the use of a legal name, employers and co-workers must respect an employee's chosen name and pronouns. For example, some businesses utilize software for payroll and other administrative purposes such as creating work schedules or generating virtual profiles. While it may be appropriate for the business to use a transgender employee's legal name for payroll purposes when legally required, refusing or failing to use that person's chosen name and pronouns if different from their legal name, on a shift schedule, in a text messaging account, or on a work ID card could be harassing or discriminatory. CRD recommends that employers take care to ensure that each employee's chosen name and pronouns are respected to the greatest extent allowed by law.

**6. Does an employee have the right to dress in a way that corresponds with their gender identity and gender expression?**

Yes. An employer who enforces a dress code that enforces a non-discriminatory manner, this means that each employee must be allowed to dress in accordance with their gender identity and expression. While an employer may establish a dress code or grooming policy in accord with business necessity, all employees must be held to the same standard, regardless of their gender identity or expression.

**7. Can an employer ask an applicant about their sex assigned at birth or gender identity in an interview?**

No. Employers may ask non-discriminatory questions such as inquiring about an applicant's employment history or asking for professional references. But an interviewer should not ask questions designed to detect a person's gender identity or gender transition history. Such as asking about why the person changed their name. Employers should also not ask questions about a person's body or whether they plan to have surgery.

Want to learn more?  
Visit: <https://bit.ly/3h+G1EO>

**TO FILE A COMPLAINT**  
Civil Rights Department  
[civilrights.ca.gov/complaintProcess](http://civilrights.ca.gov/complaintProcess)  
Toll Free: 600.664.1668 / +T\* 600.700.2320  
California Relay Service (\*11)

Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.

# FAMILY CARE & MEDICAL LEAVE & PREGNANCY DISABILITY LEAVE

Civil Rights Department

Under California law, an employee may have the right to take job-protected leave to care for their own serious health condition or a family member with a serious health condition, or to bond with a new child (via birth, adoption, or foster care). California law also requires employers to provide job-protected leave and accommodations to employees who are disabled by pregnancy, childbirth, or a related medical condition.

Under the California Family Rights Act of 1993 (DFRA), many employees have the right to take job-protected leave, which is leave that will allow them to return to their job or a similar job after their leave ends. This leave may be used to 12 work weeks in a 12-month period for

- the employee's own serious health condition
- the serious health condition of a child, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, sibling, or someone else with a blood or family-like relationship with the employee ("designated person"); or
- the birth, adoption, or foster care placement of a child

If an employee takes leave for their own or a family member's serious health condition, leave may be taken on an intermittent or reduced work schedule when medically necessary among other circumstances.

**Eligibility.** To be eligible for CFRA leave, an employee must have more than 12 months of service with their employer, have worked at least 1,200 hours in the 12-month period before the date they want to begin their leave, and their employer must have five or more employees.

**Pay and Benefits during Leave.** While the law provides only unpaid leave, some employers pay their employees during CFRA leave. In addition, employees may choose (or employers may require) use of accrued paid leave while taking CFRA leave under certain circumstances. Employees on CFRA leave may also be eligible for benefits administered by the Employment Development Department.

Taking CFRA leave may impact certain employee benefits and seniority date. If employees want more information regarding eligibility for a leave and/or the impact of the leave on seniority and benefits, they should contact their employer.

**Pregnancy Disability Leave.** Even if an employee is not eligible for CFRA leave, if disabled by pregnancy, childbirth, or a related medical condition, the employee is entitled to take a pregnancy disability leave of up to four months, depending on their period(s) of actual disability. If the employee is CFRA-eligible, they have certain rights to take both a pregnancy disability leave and a CFRA leave for reason of the birth of their child.

**Reinstatement.** Both CFRA leave and pregnancy disability leave contain a guarantee of reinstatement to the same position or, in certain instances, a comparable position at the end of the leave, subject to any defense allowed under the law.

**Notice.** For foreseeable events (such as the expected birth of a child or a planned medical treatment for the employee or of a family member) the employee must provide, if possible, at least 30 days' advance notice to their employer that they will be taking leave. For events that are unforeseeable, employees should notify their employers, at least verbally as soon as they learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until the employee complies with this notice policy.

**Certification.** Employers may require certification from an employee's health care provider before allowing leave for pregnancy disability or for the employee's own serious health condition. Employers may also require certification from the health care provider or the employee's family member, including a designated person, who has a serious health condition, before granting leave to take care of that family member.

Want to learn more?

Visit: [calcivilrights.ca.gov/family-medical-pregnancy-leave/](http://calcivilrights.ca.gov/family-medical-pregnancy-leave/)

If you have been subjected to discrimination, harassment, or retaliation at work, or have been improperly denied protected leave, file a complaint with the Civil Rights Department (CRD).

## FOIA REQUEST

Office of the Attorney General  
calcivilrights.ca.gov/complaintprocess  
toll free 800 884 168 / TTY: 800. 200.2320  
California Relay Service (711)

Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.

# SEXUAL HARASSMENT

## FACT SHEET



Civil Rights  
Department  
STATE OF CALIFORNIA

Sexual harassment is a form of discrimination based on sex (including pregnancy, childbirth, or related medical conditions), gender identity, gender expression, or sexual orientation. Individuals of any gender can be the target of sexual harassment. Unlawful sexual harassment does not have to be motivated by sexual desire. Sexual harassment may involve harassment of a person of the same gender as the harasser, regardless of either person's sexual orientation or gender identity.

### TIJEQAREJWONCES OFSCIEJAT EAR/GSNENT

1. "Quid pro quo" (Latin for "this for that") sexual harassment is when someone conditions a job, promotion, or other work benefit on your submission to sexual advances or other conduct based on sex

2. "Hostile work environment" sexual harassment occurs when unwelcome comments or conduct based on sex unreasonably interferes with your work performance or creates an intimidating hostile, or offensive work environment. You may experience sexual harassment even if the offensive conduct was not aimed directly at you.

The harassment must be severe or pervasive to be unlawful. A single act of harassment may be sufficiently severe to be unlawful.

### SCIEJEL EARA5SNEFITIFICLUbESNAfiY FORNSOF OFFENSIVE BEEAVIORS

BEHAVIORS THAT MAY BE SEXUAL HARASSMENT:

1. Unwanted sexual advances
2. Offering employment benefits in exchange for sexual favors
3. Leering gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters
4. Derogatory comments, epithets, slurs, or jokes
6. Graphic comments, sexually degrading words, or suggestive or obscene messages or invitations
- & Physical touching or assault, as well as impeding or blocking movements

Actual or threatened retaliation for rejecting advances or complaining about harassment is also unlawful.

Employees or job applicants who believe that they have been sexually harassed or retaliated against may file a complaint of discrimination with CRD within three years of the last act of harassment or retaliation.

CRD serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If CRD finds sufficient evidence to establish that discrimination occurred and someone fails to file, the Department may file a civil complaint in state or federal court to address the causes of the discrimination and on behalf of the complaining party. CRD may seek court orders changing the employer's policies and practices, punitive damages, and attorney's fees and costs if it prevails in litigation. Employees can also pursue the matter through a private lawsuit in civil court after a complaint has been filed with CRD and a Right-to-Sue Notice has been issued.

### ENPLORRRRCEPOICIBILIN& LIABILIN

All employers, regardless of the number of employees, are covered by the harassment provisions of California law. Employers are liable for harassment by their supervisors or agents. All harassers, including both supervisory and non-supervisory personnel, may be held personally liable for harassment or for aiding and abetting harassment. The law requires employers to take reasonable steps to prevent harassment. If an employer fails to take such steps, that employer can be held liable for the harassment. In addition, an employer may be liable for the harassment by a non-employee (for example, a client or customer) of an employee, applicant, or person providing services for the employer. An employer will only be liable for this form of harassment if it knew or should have known of the harassment and failed to take immediate and appropriate corrective action.

Employers have an affirmative duty to take reasonable steps to prevent and promptly correct discriminatory and harassing conduct, and to create a workplace free of harassment.

A program to eliminate sexual harassment from the workplace is not only required by law, but it is the most practical way for an employer to avoid or limit liability if harassment occurs.

# SEXUAL HARASSMENT

## FACT SHEET



Civil Rights  
Department  
STATE OF CALIFORNIA

### CIVIL REMEDIES

Damages for emotional distress from each employer or person in violation of the law

- Hiring or reinstatement
- Back pay or promotion
- Changes in the policies or practices of the employer

### ALL EMPLOYERS MUST ADOPT THE FOLLOWING ACTION TO PREVENT HARASSMENT AND CORRECT IT WHEN IT OCCURS:

1 Distribute copies of this brochure or an alternative writing that complies with Government Code 12950. This pamphlet may be duplicated in any quantity.

1 Post a copy of the Department's employment poster entitled "California Law Prohibits Workplace Discrimination and Harassment."

& Develop a harassment discrimination, and retaliation prevention policy in accordance with 2 CCR 11023. The policy must:

- Be in writing
- List all protected groups under the FEHA.

Indicate that the law prohibits coworkers and third parties, as well as supervisors and managers with whom the employee comes into contact, from engaging in prohibited harassment.

Create a complaint process that ensures confidentiality to the extent possible; a timely response; an impartial and timely investigation by qualified personnel; documentation and tracking for reasonable process; appropriate options for remedial actions and resolutions; and timely closures.

- Provide a complaint mechanism that does not require an employee to complain directly to their immediate supervisor. That complaint mechanism must include, but is not limited to including provisions for direct communication, either orally or in writing with a designated company representative; and/or a complaint hotline; and/or access to an ombudsperson; and/or identification of CRD and the United States Equal Employment Opportunity Commission as additional avenues for employees to lodge complaints.
- Instruct supervisors to report any complaints of misconduct to a designated company representative, such as a human resources manager, so that the company can try to resolve the claim internally. Employers with 10 or more employees are required to

include this as a topic in mandated sexual harassment prevention training (see 2 CCR 11024).

- Indicate that when the employer receives allegations of misconduct, it will conduct a fair, timely, and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.
- Make clear that employees shall not be retaliated against as a result of making a complaint or participating in an investigation.

6 Distribute its harassment discrimination, and retaliation prevention policy by doing one or more of the following:

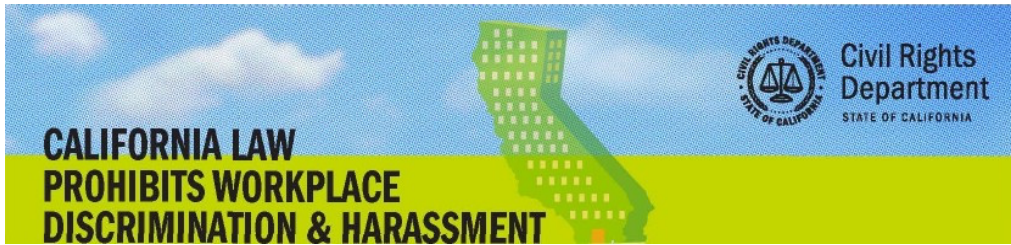
- Printing the policy and presiding a copy to employees with an acknowledgement form for employees to sign and return.
- Sending the policy via email with an acknowledgment return form.
- Posting the current version of the policy on a company intranet with a tracking system to ensure all employees have read and acknowledged receipt of the policy.
- Discussing policies upon hire and/or during a new hire orientation session.
- Using any other method that ensures employees received and understand the policy.

8. If the employer's workforce at any facility or establishment contains ten percent or more of persons who speak a language other than English as their spoken language, that employer shall translate the harassment discrimination, and retaliation policy into every language spoken by at least ten percent of the workforce.

6 In addition, employers who do business in California and employ 5 or more part-time or full-time employees must provide at least one hour of training regarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual orientation, to each non-supervisory employee; and two hours of such training to each supervisory employee. Training must be provided within six months of assumption of employment. Employees must be trained every two years. Please see Gov. Code 12950.1 and 2 CCR 11024 for further information.

### TO FILE A COMPLAINT

Civil Rights Department  
[calcivilrights.ca.gov/complaintprocess](http://calcivilrights.ca.gov/complaintprocess)  
Toll Free: 800.884.1684  
TTY: 800.700.2320



**THE CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT AND ITS IMPLEMENTING REGULATIONS PROTECT CIVIL RIGHTS AT WORK.**

**HARASSMENT**

- The law prohibits harassment of employees, applicants, unpaid interns, and volunteers based on race, ethnicity, ancestry, national origin, pregnancy, childbirth, and/or related medical conditions.
- Employers with 5 or more employees and public employers must provide reasonable accommodations for harassment, including illegal acts and legal remedies.
- Employers with 5 or more employees and public employers must provide reasonable accommodations for harassment, including gender expression, and sexual orientation.

**DISCRIMINATION/REASONABLE ACCOMMODATIONS**

- California law prohibits employers with 5 or more employees from discriminating based on race, ethnicity, ancestry, national origin, pregnancy, childbirth, and/or related medical conditions.
- Employers cannot limit or prohibit the use of any language and consequences for violation.
- Employers must reasonably accommodate the religious beliefs and practices of an employee, unpaid intern, or job applicant, including the wearing or carrying of religious clothing, jewelry or artifacts, and hair styles, facial hair, or body hair, which are part of an individual's observance of their religious beliefs.
- Employers must reasonably accommodate the religious beliefs and practices of an employee, unpaid intern, or job applicant, including the wearing or carrying of religious clothing, jewelry or artifacts, and hair styles, facial hair, or body hair, which are part of an individual's observance of their religious beliefs.
- Employers must provide reasonable accommodations for harassment, including gender expression, and sexual orientation.

**ADDITIONAL PROTECTIONS**

- The law provides specific protections and hiring procedures for people with criminal histories who are looking for employment.
- Employers with 5 or more employees and public employers must provide reasonable accommodations for harassment, including gender expression, and sexual orientation.

- Employers must provide job-protected leave of up to 4 weeks for pregnancy, childbirth, or a related medical condition.
- Employers must provide reasonable accommodations for harassment, including gender expression, and sexual orientation.
- Employers must provide reasonable accommodations for harassment, including gender expression, and sexual orientation.
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- Employers must provide reasonable accommodations for harassment, including gender expression, and sexual orientation.
- Employers must provide reasonable accommodations for harassment, including gender expression, and sexual orientation.
- The law prohibits retaliation against a person who opposes, complains, or files a complaint with CRD.

**REMEDIES/FILING A COMPLAINT**

- If you believe you have experienced discrimination, harassment, or retaliation, you may file a complaint with CRD.
- If you believe you have experienced discrimination, harassment, or retaliation, you may file a complaint with CRD.

**If you have been subjected to discrimination, harassment, or retaliation at work, file a complaint with the Civil Rights Department (CRD).**

**TO FILE COMPLAINT**

Civil Rights Department  
 calcivilrights.ca.gov/complaintprocess  
 Toll Free: 800.884.1684 / TTY: 800.700.2320  
 California Relay Service (UI)

**Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.**

The Fair Employment and Housing Act is codified at Government Code sections 12900-12999. The regulations implementing the Act are at Code of Regulations, title 2, division 4.1. Government Code section 12950 and California Code of Regulations, title 2, section 11023, require all employers to post this document. It must be conspicuously posted in hiring offices, on employee bulletin boards, in employment agency waiting rooms, union halls, and other places employees gather. Any employer whose workforce at any facility or establishment consists of more than 10% of non-English speaking persons must also post this notice in the appropriate language or languages.

## **SECTION C: EQUAL OPPORTUNITY COMPLAINT PROCEDURES**

### **Right to File a Complaint**

Any student, applicant, employee, or participant who believes they have experienced discrimination, harassment, retaliation, or a violation of equal opportunity or language access rights has the right to file a complaint. Filing a complaint will not result in retaliation.

### **Internal Complaint Process**

Complaints should be submitted in writing as soon as possible after the alleged incident. Complaints may be submitted in the individual's preferred language or with language assistance.

Complaints should include:

- The complainant's name and contact information
- A description of the alleged violation
- The date(s) of the incident
- The names of individuals involved, if known

Upon receiving a complaint, the institution will acknowledge receipt, conduct an impartial review, and issue a written determination within a reasonable timeframe. If a violation is found, appropriate corrective action will be taken.

### **Language Assistance for Complaints**

Language assistance for the complaint process will be provided upon request at no cost. Qualified interpreters or translated materials will be made available as necessary. Individuals will not be required to provide their own interpreter.

### **External Complaint Options**

Filing an internal complaint is not required before contacting external agencies. Students may also file complaints with the following agencies:

#### **Bureau for Private Postsecondary Education (BPPE)**

**1747 North Market Blvd , Suite 225**

**Sacramento, CA 95834**

**Phone:** (888) 370-7589

**Website:** [www.bppe.ca.gov](http://www.bppe.ca.gov)

Complaints related to discrimination or services may also be filed with the appropriate state or federal oversight agency, including:

#### **Civil Rights Center (CRC)**

**U S Department of Labor**

Students participating in workforce-funded programs may also contact their local workforce development board for assistance with filing a complaint.

### **Protection Against Retaliation**

Retaliation against any individual for filing a complaint, participating in an investigation, or exercising rights under this policy is strictly prohibited and will be treated as a separate violation.

## **SECTION 7: Enrollment**

### **RECORD RETENTION**

Student academic and training records are maintained permanently in compliance with state regulations.

### **ENROLLMENT AGREEMENT POLICY**

- An Enrollment Agreement (EA) is processed when the applicant is determined to be qualified for training, has completed all admissions requirements/directives/steps, financial obligations are fully addressed/identified, requests for transfer have been addressed and the applicant's start date is within a reasonable time of the signing of the Enrollment Agreement.

- A reasonable time may include the day of the class start. The completed Enrollment Agreement with required signings by the applicant is forwarded to the West Sacramento Financial Services Administrator for final review and approval after which, the Enrollment Agreement is complete.

- A "Notice of Student Rights to Cancel" informing the students of their right to cancel the

Enrollment Agreement is communicated to each student and additionally submitted to each student prior to enrollment.

**1 ON 1 TRUCK ACADEMY**  
**3C02 West Capitol Avenue**  
**West Sacramento, CA 95C91**  
**(91C) 380-1218**  
[admin@1on1truckacademy.com](mailto:admin@1on1truckacademy.com)

**ENROLLMENT AGREEMENT**  
**Effective Period: January 1, 2026 – December 31, 2026**

This Enrollment Agreement becomes legally binding when signed by the student and accepted by the institution pursuant to California Education Code §94911.

**SECTION 01 – STUDENT INFORMATION**

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Program Selected:**

- Class **A** Commercial Driver License Program – 120 Hours
- Class **B** Commercial Driver License Program – 90 Hours
- Refresher

Program Start Date: \_\_\_\_\_

Projected Completion Date: \_\_\_\_\_

Period Covered by this Agreement:

From the start date listed above through the projected completion date.

Student Initials: \_\_\_\_\_

## **SECTION 02 – PROGRAM DESCRIPTION**

### **Class A Program – 120 Hours**

#### **120 Total Clock Hours**

#### **Instructional Components:**

- **ELDT Theory, Permit Preparation, and Endorsement Training — 60 Hours**
- **Range and Yard Skills Training (Inspection, Backing, Maneuvers) — 50 Hours**
- **Behind-the-Wheel Public Road Driving — 10 Hours**

**Estimated Completion Time: 4 weeks (calendar duration may vary based on DMV exam**

**availability)**

### **Class B Program – 90 Hours**

#### **90 Total Clock Hours**

**40 Theory / 40 Range / 10 Behind-the-Wheel**

**Estimated Completion Time: 4 weeks (calendar duration may vary based on DMV exam**

**availability)**

#### **Training complies with:**

- **FMCSA Entry Level Driver Training (49 CFR Part 380)**
- **FMCSA Training Provider Registry requirements**
- **California DMV Commercial Testing Standards**

Completion of training does not guarantee issuance of a Commercial Driver License (CDL). Licensing authority rests solely with the California Department of Motor Vehicles (DMV).

Student Initials: \_\_\_\_\_

The scheduling of California DMV commercial drive tests is controlled exclusively by the California Department of Motor Vehicles. Testing availability, delays, or scheduling changes are outside the control of the institution and may affect the projected completion date of the program.

Student Initials: \_\_\_\_\_

In the event of any inconsistency between this Enrollment Agreement and the current school catalog, the catalog shall govern institutional policies and procedures.

Student Initials: \_\_\_\_\_

### **SECTION 03 – PAYMENT TERMS**

The institution does not participate in Title IV federal financial aid programs.

If a student receives federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid funds.

#### **Payment Method:**

- Self-Pay
- Workforce Funding
- Third-Party Sponsor

Students remain responsible for any balance not covered by funding sources.

Student Initials: \_\_\_\_\_

### **SECTION 04 – STUDENT TUITION RECOVERY FUND (STRF)**

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.

You must pay the state-imposed assessment for the STRF if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

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

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

The STRF assessment rate is \$2.50 per \$1,000 of institutional charges (or the current rate set by the State of California).

To be eligible for STRF, you must have suffered an economic loss and must file a claim within the time limits set forth in the STRF regulations.

The application for STRF is available online at [www.bppe.ca.gov](http://www.bppe.ca.gov).

Student Initials: \_\_\_\_\_

### **SECTION 05 – RIGHT TO CANCEL**

You have the right to cancel this Enrollment Agreement and receive a refund of all monies paid, less an application fee not to exceed \$250, if cancellation occurs:

- Before attending the first class session, OR
- Within seven (7) calendar days after enrollment

Cancellation must be submitted in writing to:

**1 on 1 Truck Academy  
3602 West Capitol Avenue  
West Sacramento, CA 95691**

or

**admin@1on1truckacademy.com**

Refunds will be issued within 45 days.

Student Initials: \_\_\_\_\_

**LAST DATE TO CANCEL:** \_\_\_\_\_

**SECTION 0C – WITHDRAWAL & PRO-RATA REFUND**

Students who withdraw after instruction has begun and have completed 60% or less of the program are entitled to a pro-rata refund of institutional charges.

Refund Calculation:

$$\text{Refund} = (\text{NET TUITION CHARGED} \div \text{Total Program Hours}) \times \text{Hours Not Completed}$$

Refunds will be issued within 45 days of withdrawal.

Refund calculations are based on the Net Tuition Charged shown in Section 3.

Student Initials: \_\_\_\_\_

**SECTION 07 – LOAN DISCLOSURE**

If a student obtains a loan to pay for an educational program, the student remains responsible for repayment of the full amount of the loan plus interest, less any refund.

Student Initials: \_\_\_\_\_

**SECTION 08 – TRANSFERABILITY OF CREDITS**

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS**

The transferability of credits earned at 1 on 1 Truck Academy is at the complete discretion of the institution to which you may seek to transfer.

Student Initials: \_\_\_\_\_

**SECTION 09 – NON-DISCRIMINATION**

The institution complies with:

- **29 CFR Part 38**
- **Title VI of the Civil Rights Act**
- **Americans with Disabilities Act**
- **Section 504 of the Rehabilitation Act**

The institution does not discriminate based on race, color, religion, sex, national origin, age, disability, political affiliation, citizenship, gender identity, sexual orientation, or veteran status.

Student Initials: \_\_\_\_\_

## **SECTION 10 – ENGLISH LANGUAGE REQUIREMENTS**

All CDL instruction and testing are delivered in English in accordance with:

- **49 CFR §391 11(b)(2)**
- **49 CFR Part 380 (ELDT)**

Language assistance may be provided for non-instructional communication only.

Student Initials: \_\_\_\_\_

## **SECTION 11 – DOT SELF CERTIFICATION**

Students acknowledge responsibility to:

- Maintain DOT medical certification
- Comply with federal drug and alcohol testing requirements
- Meet FMCSA ELDT competency standards

The institution does not issue CDLs and does not determine licensing eligibility.

Student Initials: \_\_\_\_\_

## **SECTION 12 – ENTIRE AGREEMENT**

This Enrollment Agreement, together with the school catalog and School Performance Fact Sheet, constitutes the entire agreement between the student and the institution. No verbal statements or promises not contained in these documents shall be binding on either party.

Student Initials: \_\_\_\_\_

## **BPPE DISCLOSURE**

Questions regarding this Enrollment Agreement may be directed to:

**Bureau for Private Postsecondary Education**  
**1747 N Market Blvd , Suite 225**  
**Sacramento, CA 95834**  
**(888) 370-7589**  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

**SECTION 13– TOTAL CHARGES**

STUDENT FINANCIAL DISCLOSURE (Required by CEC §94911(c))

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:** \$\_\_\_\_\_

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:  
\$7,500

**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON  
ENROLLMENT:** \$\_\_\_\_\_

**Tuition Breakdown**

**Standard Tuition:** \$7,250

**Application Fee** (non-refundable, not to exceed \$250): \$250

**Subtotal Standard Tuition:** \$7,500

**Institutional Tuition Adjustment** (if applicable): – \$\_\_\_\_\_

**NET TUITION CHARGED:** \$\_\_\_\_\_

Student Initials: \_\_\_\_\_

**FINAL ACKNOWLEDGEMENT**

I understand that this is a legally binding contract.

I certify that I have received the School Catalog and School Performance Fact Sheet prior to signing this agreement.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 8: JOB PLACEMENT ASSISTANCE

### Job Placement Assistance Statement

The commercial trucking industry continues to have demand for qualified drivers; however, employment opportunities vary based on individual qualifications and market conditions. 1 on 1 Truck Academy provides job placement assistance to students who successfully complete their training program. Job placement assistance is intended to help graduates prepare for entry-level employment opportunities within the commercial trucking industry.

Placement assistance may include:

- Providing information about trucking companies and employers that may be hiring entry-level commercial drivers
- Sharing job leads and industry contacts when available
- Assisting students with understanding employer application processes
- Providing general guidance on preparing for employment within the commercial transportation industry

The institution may maintain relationships with regional and national employers within the trucking industry and may provide referrals when opportunities become available.

### Disclosure

**1 on 1 Truck Academy does not guarantee employment, job placement, or starting wages upon completion of the training program. Employment opportunities are dependent on many factors including the student's qualifications, driving record, background screening, and employer hiring requirements**

Students are encouraged to actively participate in their own job search efforts and take advantage of the resources and guidance provided by the institution.

## **SECTION 9: Funding and Financial Assistance**

### **Funding and Financial Assistance**

1 on 1 Truck Academy does not participate in federal Title IV financial aid programs and does not offer federal student loans or grants.

Students may fund their training through a variety of sources, including self-payment, workforce development programs, or approved third-party sponsors.

### **Self-Payment**

Students who are not receiving outside funding are responsible for paying tuition and applicable fees directly to the institution according to the payment terms outlined in the enrollment agreement.

### **Workforce Development Funding**

The institution may accept students who are approved for training through workforce development programs. Eligibility for workforce funding is determined by the local workforce development board or approved workforce agency. Students interested in this option must contact their local workforce office to determine eligibility.

The institution works cooperatively with local workforce development boards, career counselors, and approved training providers to support eligible students participating in workforce-funded training programs. When applicable, the institution may provide attendance verification, progress updates, and completion documentation to the sponsoring agency in accordance with program requirements.

Students receiving workforce funding must comply with all requirements established by the sponsoring workforce agency.

### **Third-Party Sponsorship**

In some cases, students may receive funding assistance from a third-party sponsor such as an employer, workforce agency, or other approved organization. Payment terms and conditions for sponsored students may be governed by agreements between the sponsoring organization and the institution.

Approval for any funding assistance is determined by the sponsoring organization and is not guaranteed by the institution.

## Disclosure

Students remain responsible for any portion of tuition or fees not covered by an external funding source.

# SECTION 10: Frequently Asked Questions

## Frequently Asked Questions (FAQs)

### How long does the training program take to complete?

Program length may vary depending on scheduling availability and individual progress. The Class A program consists of approximately **120 hours of instruction**, and the Class B program consists of approximately **90 hours of instruction**. Actual completion time may vary depending on student attendance, training progress, and testing availability.

### Does completing the program guarantee that I will receive a CDL?

No. Completion of the training program does **not guarantee issuance of a Commercial Driver License (CDL)**. CDL licensing decisions are made solely by the **California Department of Motor Vehicles (DMV)** based on testing performance and eligibility requirements.

### Does the school guarantee job placement?

No. 1 on 1 Truck Academy provides **job placement assistance**, which may include sharing employer information and job leads. However, employment is **not guaranteed**, and hiring decisions are made by individual employers.

### What are the basic requirements to enroll in the program?

Students must meet minimum eligibility requirements, which generally include:

- Being at least 18 years of age for intrastate driving or 21 years of age for interstate driving
- Possessing a valid driver's license
- Obtaining a Commercial Learner's Permit (CLP) prior to behind-the-wheel training
- Meeting any applicable Department of Transportation (DOT) medical certification requirements

Students should consult with school staff regarding current enrollment requirements.

### **Does the school provide financial aid?**

1 on 1 Truck Academy **does not participate in federal Title IV financial aid programs.** Students may fund their training through self-payment, approved workforce development programs, or through third-party sponsors when applicable.

### **Can workforce programs help pay for training?**

Some students may qualify for funding through workforce development programs. Eligibility is determined by the student's local workforce development board or career center.

### **Are housing or transportation services provided?**

1 on 1 Truck Academy **does not provide housing or transportation services.** Students are responsible for arranging their own housing and transportation while attending training.

### **What language is instruction provided in?**

Instruction and training are conducted **in English**, consistent with federal regulations applicable to commercial motor vehicle operators.

### **What happens if I need to withdraw from the program?**

Students who withdraw from training may be eligible for a **pro-rata refund of institutional charges**, depending on the amount of training completed. Refund policies are described in detail in the institution's enrollment agreement and catalog.

### **Where can I direct complaints about the school?**

Students with concerns are encouraged to first attempt to resolve the issue with the institution. If a resolution cannot be reached, students may contact:

#### **Bureau for Private Postsecondary Education (BPPE)**

1747 North Market Blvd., Suite 225

Sacramento, CA 95834

Phone: (888) 370-7589

Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

### **What if I do not speak English fluently? Are there resources available?**

Federal regulations require that commercial motor vehicle operators be able to read and speak English sufficiently to communicate with the public, understand traffic signs and signals, respond to official inquiries, and complete reports and records as required under **49 CFR §391 11(b)(2)**. For this reason, instruction and training at 1 on 1 Truck Academy are conducted in **English**.

However, the institution is committed to equal opportunity and non-discrimination. While training instruction must be delivered in English, the institution may provide limited assistance for non-instructional communication when available. This may include helping students understand administrative processes, enrollment documentation, or directing students to external community resources that may assist with English language development.

Students who require additional language support are encouraged to discuss their needs with school staff prior to enrollment so that appropriate guidance and referrals may be provided.

1 on 1 Truck Academy does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, citizenship, gender identity, sexual orientation, veteran status, or participation in workforce-funded programs.

### **What if I have a disability? Can I still enroll in the training program?**

1 on 1 Truck Academy is committed to providing equal opportunity in education and training. The institution does not discriminate against qualified individuals on the basis of disability and complies with applicable federal and state laws, including the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act.

Students who may need reasonable accommodations to participate in training or administrative processes are encouraged to discuss their needs with school staff prior to enrollment. The institution will make reasonable efforts to provide accommodations that allow qualified individuals to participate in the training program when such accommodations do not fundamentally alter the nature of the program or create an undue hardship for the institution.

Students should be aware that commercial motor vehicle drivers must meet certain **medical and safety standards established by the U S Department of Transportation (DOT) and the Federal Motor Carrier Safety Administration (FMCSA)**. These standards are required for CDL licensing and may affect eligibility to operate commercial motor vehicles.

Individuals who believe they have been subjected to discrimination may file a complaint with the institution or with their local workforce development board or Equal Opportunity Officer.

## **SECTION 11: CONTACT INFORMATION**

### **Main Office**

**1 on 1 Truck Academy  
3C02 West Capitol Avenue  
West Sacramento, CA 95C91**

### **Email and Phone Support**

Students and prospective students may contact the institution by phone or email during normal business hours for assistance with enrollment, scheduling, training information, and administrative support.

**Phone inquiries:** (916) 380-1218

**Email inquiries:** [admin@1on1truckacademy.com](mailto:admin@1on1truckacademy.com)

Messages received outside of normal business hours will be returned as soon as reasonably possible.

### **Website**

Additional information about programs, institutional policies, and consumer disclosures may be found on the institution's website:

<https://1on1truckacademy.com>

The website may include access to institutional resources such as the catalog, School Performance Fact Sheet, and other informational materials.