

## **2009 - 2010 CATALOG**

*January 1, 2010*

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## CAREER OPPORTUNITIES

At this very moment, trucks are at work for you!

Around the clock, coast-to-coast, trucks are on the road carrying everything the nation needs: food, furniture, books, clothing, automobiles, and medical supplies.

An economist's study has shown that as recently as 2005, the long-haul trucking industry had a shortage of 20,000 drivers. Certainly, as the nation is slowly recovers from the longest and deepest recession since World War II, the current demand for drivers remains well below the historical norm. However, the driver shortage is expected to return rather quickly when the economy has a sustained recovery. Today, there are some jobs available in the industry, but carriers are very selective. Nevertheless, this could be a good time to train to become a truck driver so that you are well positioned when robust demand for drivers returns; just realize that there are fewer jobs available for drivers without experience.

The need to improve safety is helping to professionalize truck driving. The trucking industry supports higher safety standards and knows that better safety requires well-trained, professional employees.

Professional truck drivers know the importance of safety and responsibility. They take pride in the way they perform their work. *Professional drivers cannot be just good drivers. They must be better than everyone else.* After all, driving is their economic livelihood and way of life.

Improvements in equipment have greatly reduced the need for truck drivers to be "big and strong" to operate a heavy truck.

Truck drivers' salaries vary based on their experience, safety record, duties and type of route, and, most importantly, the number of miles driven. Unfortunately, due to the economic crisis and resulting low demand for goods, most drivers are not driving as much as they did prior to the recession, resulting in lower salaries. However, when the economy bounces back and drivers' miles increase, drivers' pay will increase too. In a good economy, starting salaries are about \$40,000 per year on average and with experience can reach \$60,000 to \$65,000 per year. For specialized driving, such as transporting hazardous materials, a driver can make \$100,000 per year. Similarly, over-the-road drivers who spend days at a time on the road tend to make more than most local drivers.

Truck drivers can also advance to jobs in sales or operations, such as dispatcher or safety director. Some become driver trainers as well, which boosts their income, while others advance to specialized equipment.

As the economy continues to improve, the demand for professional truck drivers will grow as well. Individuals with the desire for a challenging and rewarding career as a professional truck driver are encouraged to start their training now to meet the expected future demand for qualified truck drivers.

- American Trucking Association •

## **ACCREDITATION, APPROVALS, AND AFFILIATIONS**

- Accredited by: - American Institute of Technology, Gardena and Fontana are recognized by the Accrediting Commission of Career Schools and Colleges (ACCSC) as a branch of American Institute of Technology, Phoenix. ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency.
- Licensed by: - Bureau of Private Postsecondary Education was recently established, January 1, 2010. Therefore, AIT is waiting to receive instructions on how to submit an application for approval to operate from the bureau as of this date.
- Approved by: - To assist trainees with their cost of education, AIT is approved by the U.S. Department of Education to participate in the Federal Student Financial Assistance Programs.
- Member of:
- Better Business Bureau (BBB)
  - Career College Association (CCA)
  - Commercial Vehicle Training Association (CVTA)
  - California Trucking Association (CTA)

## **STATEMENT OF INSTITUTIONAL PHILOSOPHY AND PURPOSE**

American Institute of Technology (hereafter referred to as AIT) is dedicated to provide training which will enable our trainees to learn and develop the knowledge and skills necessary to be successful in the trucking industry. Our goal is not simply to train individuals to pass the Commercial Driver License test, but to produce graduates who will be valued employees for some of the finest transportation companies in America.

AIT is a private technical/career institute, small enough to be concerned with individual trainee progress. Trainees learn by demonstration, study, and practice in modern, comfortable surroundings. They work with modern equipment under the supervision of qualified instructors. The trainees receive a maximum of personal attention in classes that are carefully limited in size.

## **HISTORY OF AMERICAN INSTITUTE OF TECHNOLOGY**

American Institute of Technology, Inc. has operated campuses in Phoenix, Arizona (the main campus) since 1981 and in North Las Vegas, Nevada (a branch campus) since 2001.

In August 2009, AIT opened the branch in Gardena, CA and in November 2009, opened the Fontana branch campus.

## **PHYSICAL FACILITIES AND EQUIPMENT**

These campuses are located in updated, air-conditioned, well-lit buildings with an on-site range area for the practical hands-on training. The facilities each occupy approximately 2,000 square feet that consists of a classroom, a reception area and administrative offices. Parking is available on site.

The classroom contains the equipment necessary for the programs offered by AIT. The classroom is equipped with integrated audio/video/computer units, training charts, the appropriate number of desks and chairs, resource material cabinets, and other training aids.

The practical hands-on driving is conducted in modern equipment, utilizing dry vans or flatbed trailers. This portion of the training is held in a fenced two acre site with a break area for the trainees. Training is also conducted on roads and highways in or near the Gardena, Fontana and LA metropolitan areas.

### **STATEMENT OF NON-DISCRIMINATION**

No person shall be excluded participation, denied any benefits, or subjected to any form of discrimination because of sex, race, age, creed, religion, national origin, or physical disability. Applicants should be aware, however, that there are U.S. Department of Transportation physical requirements that must be met for admission. More information can be obtained from the Admissions Department.

### **NOTICE TO READER**

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

## AMERICAN INSTITUTE OF TECHNOLOGY

### Gardena Faculty

**Mr. Biddlecome-** a combined 16 years experience as a professional truck driver and owner operator plus law enforcement, safety instructor, and truck driver training. Educational Background includes; Sheriff's Office Reserve Academy, Northwestern University Traffic Institute, Arizona Department of Public Safety Solo Motorcycle Training School, Motorcycle, Safety Foundation.

**Ms Whitley** – prior to employment with AIT, a combination of 14 years experience as a commercial truck driver, coach operator, dispatcher, supervisor, and trainer. Educational Background includes; Pasadena City College, Los Angeles Trade Tech, ITT Technical Institute, and Cal State LA.

**Mr. Herron** – obtain 9 years of experience as a truck driver in the LA area, including ports and hazardous material experience; in addition to 2 years of commercial truck driving instructor prior to becoming an instructor at AIT; attended USTDS to attain Commercial Driver License.

**Mr. Alvarez** – prior to employment with AIT a combined 7 years of experience that included hauling jet fuel, ethanol and gas delivery. Educational Background includes; Smith System, Petroleum Delivery Training, and HAZWHPR Certification.

**Mr. Ang** – drove professional over the road for 4 years before becoming a Truck Driver Instructor for 5 years prior to coming to AIT. Mr. Nag obtained his BA, Science in Commerce, Major in Management and Market from the Far Eastern University in the Philippines.

### Fontana Faculty

**Ms Bickley** – prior to starting as an instructor at AIT had 6 years experience as an over the road driver and trucking instructor; obtained Commercial Driver License after attending Butte College.

**Mr. DeMeo** – prior to becoming an instructor at AIT worked for two companies over the prior 30 years as a delivery driver; attended Palomar College in diesel technology.

**Mr. Evans** – prior to coming to AIT has 8 years experience in truck driver training, prior to training experience had 6 years experience in OTR driving; attended USTDS to obtain commercial driver license.

**Mr. Watkins** – experience included 12 years professional driving experience prior to becoming an instructor at AIT.

**Mr. Youngblood** – owner operator experience for nines; both delivery and long haul prior to employment with AIT; attended Los Angeles Regional Occupational and Citrus College.

## ADMISSION REQUIREMENTS

Applicants must have a high school diploma or a recognized equivalent (GED), or demonstrate the "Ability to Benefit" from the training. Applicants who do not have a high school diploma or GED must pass an entrance examination used by AIT to determine the trainee's "Ability to Benefit" from the training. (Information about the Ability to Benefit exam can be found in the Consumer Guide.)

Additional requirements:

Trainee must be able to pass the DOT physical and drug screen.

Trainee must have a valid driver license.

\*Trainee must be at least 21 years of age.

\*Trainee must not have had a felony or drug-related conviction.

\*Trainee must not have had a D.U.I., D.W.I. or reckless driving citation in the last 5 years.

\*Trainee must have a verifiable work history.

\*Trainee must have a satisfactory driving record.

*(No more than 2 moving violations in the last 3 years.)*

\*Exceptions to these Admission Requirements will be made only upon:

*Approval of both the Director of Career Services and the Campus Director and/or Pre-Hire Letter.*

## ADMISSIONS PROCEDURES

- I. Personal Interview - AIT requires a personal interview with each applicant before acceptance into a program. AIT encourages the prospective trainee's parents and/or the spouse to attend the interview. This gives both the applicant and his/her family an opportunity to see AIT's equipment and facilities and to ask specific questions relating to AIT, the curriculum, and the career training being considered. The personal interview also gives AIT the opportunity to meet the prospective trainee and to evaluate his/her qualifications and aptitudes.

Trainees who are unable to visit AIT before acceptance will be interviewed by telephone.

- II. Enrollment - Prior to signing an enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

AIT follows a non-traditional enrollment system. The following items must be completed at the time of enrollment, or before the applicant's start date:

- A. Pre-Application Questionnaire
- B. Enrollment Agreement
- C. Interview Report
- D. Certification of High School Graduation, G.E.D., or Ability to Benefit
- E. Request for Transcripts
- F. Motor Vehicle Report of Driving Record for past 3 years.
- G. Attest Form
- H. Release Form\*
- I. Drug-Free Training Facility Statement\*
- J. Trainee Rules\*
- K. "How Our Trainees are Doing" Disclosure/School Performance Fact Sheet
- L. Copy of current Driver License and Social Security Card
- M. DOT physical and drug screen

\*May be completed at Orientation

- III. Acceptance Criteria - AIT considers a trainee enrolled when the applicant meets the following conditions and has been approved for admission to his/her program of study by a member of the acceptance committee:

- A. Signs an Enrollment Agreement and a School Performance Fact Sheet.

- B. Provides to AIT a valid Driver License and a verifiable employment history.
- C. Certifies that he/she is a high school graduate, has a GED, or establishes the Ability to Benefit from the program to which he/she seeks acceptance.
- D. Passes the Physical and Drug Screen at the level defined by AIT.
- E. Submits his/her Motor Vehicle Driving Record showing 3 to 5 years-prior driving experience.
- F. Makes satisfactory arrangements for payment of tuition and other fees.

Note: Applicants who have a felony or drug-related conviction (including driving while under the influence of a controlled substance and/or drunk driving) generally do not qualify for acceptance for training.

## **The State of California commercial driver license (CDL) process and requirements**

(As stated on the website [www.dmv.ca.gov](http://www.dmv.ca.gov))

A commercial driver license is a license issued in accordance with Federal Regulations that allows an individual to operate a commercial vehicle.

You must be at least 21 years old to drive a commercial vehicle across state lines (interstate commerce) or to transport passengers or hazardous materials or wastes (intrastate or interstate commerce). You may drive for hire within California if you are 18 years of age or older and do not engage in interstate commerce activities. If you are 16 years of age but less than 18 years of age, you may not drive for hire and you may not drive outside of California.

The Motor Carrier Safety Improvement Act of 1999, and applicable Federal Regulations requires all commercial driver license applicants including renewal applications to disclose whether he or she has been issued a driver license in the same or different name to operate any type of motor vehicle in another state or other jurisdiction within the previous ten years. If the answer is "Yes" to the ten year history record question, a 10 Year History Record Check form (DL 939) must be completed and submitted with the Commercial Driver License Application (DL 44C).

Federal regulations require a person who is applying for a California commercial driver license with an original Hazardous Materials (HazMat) endorsement to undergo a security threat assessment. The USA Patriot Act requires the Transportation Security Administration (TSA) to complete a security threat assessment (background records check) before the Department of Motor Vehicles issues a HazMat endorsement.

A TSA background records check is started after you apply for your CDL at DMV, successfully complete all appropriate law tests, and submit a valid Medical Examination Report form (DL 51). You must submit a \$94 federal fee and any additional required information to the designated TSA agent. The TSA agent will advise you of the fingerprint requirement. You must also provide the TSA agent with a DMV Commercial Instruction Permit and one of the following identification documents: A California driver license and/or California identification card, or an out-of-state driver license.

A commercial vehicle is a motor vehicle or combination used for hire to transport passengers or property or which:

- Has a gross vehicle weight rating (GVWR) of 26,001 pounds or more
- Is designed, used, or maintained for carrying more than 10 passengers, including the driver
- Tows a vehicle or trailer, which has a GVWR of 10,001 pounds or more
- Transports hazardous materials, which requires placards
- Tows any combination of two trailers or vehicle and trailer

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

- Complete a California Driver License Application form (DL 44 or DL 44C). (An original DL 44C form must be submitted. Copies will not be accepted.)

- Complete a 10 Year History Record Check form (DL 939) if you have been issued a driver license in the same or different name to operate any type of motor vehicle in another state or other jurisdiction within the previous ten years
- Give a thumb print
- Have your picture taken
- Provide verification of your social security number. It will be verified with the Social Security Administration while you are in the office.
- Verify your birth date and legal presence (you may use your California driver license)
- Pay the application fee for a 5-year license
- Pass a vision exam
- Submit a completed Medical Examination Report form DL 51..
- Pass the traffic laws and sign tests for the class of vehicle you will drive.

Once you have passed your tests, you will be issued a permit. You can only drive with a person who has a valid California driver license in the class of license that your permit is for and is the specific age required for that class of license.

To apply for your commercial driver license you will need to:

- Make an appointment for a driving test. (Commercial driving test appointments cannot be made online)
- Bring the type of vehicle for the class you want to drive
- Pass a pre-trip inspection
- Pass a skills and driving test **OR**
- Submit to DMV a Certificate of Driving Skill (DL 170) if your employer is authorized by DMV to issue such certificates. Both you and your employer sign this form.

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

### **Medical report for commercial driver license (CDL)**

A medical form completed by a U. S. licensed doctor of medicine (M.D.), osteopathy (D.O.), licensed physician assistant (P.A.), a nurse practitioner (N.P.), advance practice nurse, or chiropractor who is clinically competent to perform the medical examination, must be given to the DMV with your original application for a driver license or instruction permit. The medical form must be dated within the last 2 years and on a form approved by the Federal Highway Administration, the Federal Aviation Administration, DMV, or on the DMV Report of Medical Examination Report form Medical Examination Report (DL 51).

Once you have received your license, you will be required to submit a medical form every two years

The physician will complete and sign a Medical Certificate Card (DL51A) for you to carry when you are driving commercially. You can be given a citation for driving out-of-class if you drive a commercial vehicle after your medical certificate expires or without a valid medical certificate in your possession.

## PROGRAM PHILOSOPHIES

The content and structure of all the programs offered by AIT have been formulated so the trainee develops techniques and skills to secure a commercial driver license with endorsements and to satisfy requirements for employment in the truck driving profession.

Initial employment as a truck driver can require different levels of knowledge and skills. Some jobs require a more in-depth level of knowledge and higher skills than others do. Each program offered by AIT has been designed so those graduates develop specific competencies. These competencies may qualify the graduate for the different levels of employment. The level of knowledge obtained may also have an influence on future advancements of the graduate.

These factors should be considered when choosing a program.



**PROFESSIONAL TRUCK DRIVER**  
*Diploma Program (36 Quarter Credits, 600 Hours)*

This program provides an in-depth background of the trucking industry and a thorough introduction to long haul driving, including the mastery of skills to successfully deal with life on the road, family relationships and financial responsibilities while away from home. The program is structured with sufficient driving time to enable trainees to develop the driving skills that are necessary for progression into the externship portion of the training. Externship provides the trainee the opportunity to experience and gain knowledge and proficiency from real world driving situations that cannot be simulated, such as: interstate and international transit, weigh station procedures, trip planning and various cargo handling and reporting. This program requires a minimum of 200 hours of behind-the-wheel training.

The knowledge and skills obtained enable graduates the opportunity to advance to positions beyond the basic duties of driving a truck. Successful completion of the program initially qualifies graduates for a wide range of entry level jobs up to and including a non-supervised solo driving position.

The Professional Truck Driver Institute (PTDI) certifies the Professional Truck Driver program at the main campus in Phoenix. PTDI is a national, non-profit organization sponsored by the nation's trucking industry to advance truck driver training, proficiency, safety, and professional standards in a manner that will foster safety.

**PROGRAM CONTENT**

<u>Classroom</u>	<u>Hours</u>	<u>Quarter Credit Hours*</u>	
		<u>Academic</u>	<u>Title IV</u>
Module 1			
Introduction & History of Trucking			
Basic Control			
Preventive Maintenance			
Control Systems			
Vehicle Systems			
Coupling & Uncoupling			
CPR & First Aid			
Over the Road Management			
Job Search			
Total	40	4	2
Module 2			
Visual Search			
Speed & Space Management			
Pre-Trip Inspection			
Extreme Driving			
Emergency Maneuvers			
Air Brakes			
Shifting			
Backing			
Accident Procedures			
Money Management			
Special Rigs & Refrigerated Trailers			
Total	40	4	2
Module 3			
Hours of Service Requirements			
Trip Planning			
Team Logs			
Total	40	4	2

\*See Definition on page 31

**PROFESSIONAL TRUCK DRIVER  
PROGRAM CONTENT (CONTINUED)**

	<u>Hours</u>	Quarter Credit Hours* <u>Academic</u>	<u>Title IV</u>
Module 4			
Basic Control			
Night Operations			
Hazardous Material			
DOT Rules and Regulations			
Environment			
Total	40	4	2
Module 5			
Visual Search			
Hazard Perception			
Satellite Communication			
Electronic Engines			
Driver Safety			
Cargo Handling & Documentation			
Total	40	4	2
<b><u>Range/Road</u></b>			
Module 6			
Pre-Trip Inspection			
Backing			
Total	40	2	2
Module 7			
Basic Control, Left and Right Hand Turns			
Progressive Shifting			
Visual Search			
Total	40	2	2
Module 8			
Proficiency Development			
Progressive Shifting			
Speed Management			
Visual Search			
Total	40	2	2
Module 9			
Proficiency Development			
Progressive Shifting			
Speed Management			
Visual Search – Hazard Perception			
Extreme Driving Conditions			
Space Management			
Total	40	2	2
Externship	<u>240</u>	<u>8</u>	<u>12</u>
Totals	<u>600</u>	<u>36</u>	<u>30</u>

\*See Definition on page 31

## DIESEL TRUCK DRIVER

*Diploma Program (28 Quarter Credits, 360 Hours)*

This program provides an in-depth background of the trucking industry and a thorough introduction to long haul driving, including the mastery of skills to successfully deal with life on the road, family relationships and financial responsibilities while away from home. The program is structured with sufficient driving time to enable trainees to develop the basic driving skills that are necessary to qualify as an entry-level over-the-road or in-town driver.

Successful completion of this program qualifies graduates to work in entry level positions such as co-driver or driver trainee position. Additional training in job requirements and proficiency development through a formal OJT program would be needed to qualify for a solo position.

### PROGRAM CONTENT

<u>Classroom</u>	Quarter Credit Hours*	
	<u>Hours</u>	<u>Academic</u>
Module 1		
Introduction & History of Trucking		
Basic Control		
Preventive Maintenance		
Control Systems		
Vehicle Systems		
Coupling & Uncoupling		
CPR & First Aid		
Over the Road Management		
Job Search		
Total	40	4
Module 2		
Visual Search		
Speed & Space Management		
Pre-Trip Inspection		
Extreme Driving		
Emergency Maneuvers		
Air Brakes		
Shifting		
Backing		
Accident Procedures		
Money Management		
Special Rigs & Refrigerated Trailers		
Total	40	4
Module 3		
Hours of Service Requirements		
Trip Planning		
Team Logs		
Total	40	4

\*See Definition on page 31

**DIESEL TRUCK DRIVER  
PROGRAM CONTENT (CONTINUED)**

	<u>Hours</u>	Quarter Credit Hours* <u>Academic</u>
Module 4		
Basic Control		
Night Operations		
Hazardous Material		
DOT Rules and Regulations		
Environment		
Total	40	4
Module 5		
Visual Search		
Hazard Perception		
Satellite Communication		
Electronic Engines		
Driver Safety		
Cargo Handling & Documentation		
Total	40	4
<b><u>Range/Road</u></b>		
Module 6		
Pre-Trip Inspection		
Backing		
Total	40	2
Module 7		
Basic Control, Left and Right Hand Turns		
Progressive Shifting		
Visual Search		
Total	40	2
Module 8		
Proficiency Development		
Progressive Shifting		
Speed Management		
Visual Search		
Total	40	2
Module 9		
Proficiency Development		
Progressive Shifting		
Speed Management		
Visual Search – Hazard Perception		
Extreme Driving Conditions		
Space Management		
Total	<u>40</u>	<u>2</u>
Totals	<u>360</u>	<u>28</u>

\*See Definition on page 31

**COMMERCIAL TRUCK DRIVER**  
*Diploma Program (20 Quarter Credits, 400 Hours)*

This program provides a basic knowledge of over-the-road driving. The program is structured with sufficient driving time to enable the trainee to develop basic driving skills necessary for progression into the externship portion of the training. The externship provides the trainee the opportunity to experience and gain knowledge and proficiency from real world driving situations that can not be simulated, such as; interstate and international transit, weigh station procedures, trip planning and various cargo handling and reporting.

Successful completion of this program qualifies graduates to work as an entry level solo driver.

**PROGRAM CONTENT**

<u>Classroom</u>	<u>Hours</u>	<u>Quarter Credit Hours*</u>	
		<u>Academic</u>	<u>Title IV</u>
Module 1			
CDL Preparation			
Air Brakes			
Pre-Trip Inspection			
Combination Vehicle			
Hazardous Material			
General Knowledge			
Total	40	4	2
Module 2			
Coupling & Uncoupling			
Backing			
Hazard Perception-Defensive Driving			
Cargo Handling			
Rules & Regulations (FMCSR)			
Trip Planning & Hours of Service			
Total	40	4	2
<u>Range/Road</u>			
Module 3			
Pre-Trip Inspection			
Backing			
Basic Control			
Visual Search			
Progressive Shifting			
Communication			
Total	40	2	2

\*See Definition on page 31

**COMMERCIAL TRUCK DRIVER  
PROGRAM CONTENT (CONTINUED)**

	<u>Hours</u>	Quarter Credit Hours*	
		<u>Academic</u>	<u>Title IV</u>
Module 4			
Proficiency Development			
Space Management			
Communication			
Extreme Driving Conditions			
Speed Management			
Hazard Perception			
Total	40	2	2
Externship	<u>240</u>	<u>8</u>	<u>12</u>
Total	<u>400</u>	<u>20</u>	<u>20</u>

\*See Definition on page 31

## TRUCK DRIVER

*Diploma Program (12 Quarter Credits, 160 Hours)*

This program provides a basic knowledge of over-the road driving. The program is structured with sufficient driving time for development of practical skills necessary for the attainment of a commercial driver's license. Additional training in safety and job requirement through formal training or a formal OJT program would be needed to qualify for a solo position.

Successful completion of this program qualifies graduates for entry level positions such as driver trainee or co-driver.

### PROGRAM CONTENT

	<u>Hours</u>	<u>Quarter Credit Hours*</u> <u>Academic</u>
<b><u>Classroom</u></b>		
Module 1		
CDL Preparation		
Air Brakes		
Pre-Trip Inspection		
Combination Vehicle		
Hazardous Material		
General Knowledge		
Total	40	4
Module 2		
Coupling & Uncoupling		
Backing		
Hazard Perception-Defensive Driving		
Cargo Handling		
Rules & Regulations (FMCSR)		
Trip Planning & Hours of Service		
Total	40	4
<b><u>Range/Road</u></b>		
Module 3		
Pre-Trip Inspection		
Backing		
Basic Control		
Visual Search		
Progressive Shifting		
Communication		
Total	40	2
Module 4		
Proficiency Development		
Space Management		
Communication		
Extreme Driving Conditions		
Speed Management		
Hazard Perception		
Total	<u>40</u>	<u>2</u>
Totals	<u>160</u>	<u>12</u>

\*See Definition on page 31

**COURSE DESCRIPTIONS**  
**Professional Truck Driver/Diesel Truck Driver**

**CLASSROOM**

Module 1

This module is an overview and introduction to trainees of the operation of a tractor-trailer. During this module, trainees will acquire insight into the history of the trucking industry, what it means to be a truck driver and the process to follow in the job search. This module's knowledge objectives are:

**Introduction & History of Trucking:**

Trainee will be able to describe the major components of the tractor-trailer and will be familiar with the history of trucks and the trucking industry.

**Basic Control:**

Trainer will be able to describe basic control of the vehicle right and left turns, centering and movement in restricted areas.

**Preventive Maintenance:**

Trainer will be able to explain function and indications of problems for various systems.

**Control Systems:**

Trainee will be able to describe the use and location of each control.

**Vehicle Systems:**

Trainee will be able to explain system function and indications of problems for various systems.

**Coupling & Uncoupling:**

Trainee will be able to describe how to couple & uncouple a tractor-trailer in accordance with approved safe practices.

**CPR & First Aid:**

Trainee will be able to administer CPR & reasonable assistance in first aid treatment.

**Over the Road Management:**

Trainee will correctly identify problems and strategies that deal effectively with personal resources by addressing, demonstrating and matching problems and solutions.

**Job search:**

Trainee will be able to properly fill out job applications and complete the hiring process.

Module 2

This module teaches the practices required for safe operation of the tractor-trailer and the practices required to meet financial obligations. This module's knowledge objectives are:

**Visual Search & Communications:**

Trainee will be able to describe the importance of proficient visual search technique in various types of traffic & locations and be familiar with techniques of vehicle communication.

**Speed & Space Management:**

Trainee will be able to describe how to manage speed effectively in response to various road, weather and traffic conditions and to properly manage the space required for safe vehicle operation.

**Pre-Trip Inspection:**

Trainee will be able to describe a pre-trip inspection in a systematic sequence that is accurate, uniform and time efficient.

**Extreme Driving:**

Trainee will be able to describe adjustments for driving in hot and cold weather, stormy conditions, mountain and desert driving.

**Emergency Maneuvers:**

Trainee will be able to describe appropriate responses when confronted with driving emergencies including preventive measures and recovery techniques involved in skidding and jackknifing incidents.

**Air Brakes:**

Trainee will be able to describe the parts of the air brake system ensuring vehicles are in safe operating condition.

**COURSE DESCRIPTIONS (CONTINUED)**  
**Professional Truck Driver/Diesel Truck Driver**

**Shifting:**

Trainee will be able to describe up and down shifting techniques on multi-speed dual range transmission.

**Backing:**

Trainee will be able to describe the rules and procedures for backing and understand the terms jacking, drifting, chasing etc.

**Accident Procedures:**

Trainee will be able to follow safe and legal procedures at an accident scene, and to properly report accidents.

**Money Management:**

Trainee will be able to manage finances on the road including budgeting and dealing with financial obligations.

**Special Rigs and Refrigerated Trailers:**

Trainee will be able to describe various kinds of hauling and special handling of temperature controlled products as well as heavy haul and special handling of liquids, etc.

**Module 3**

This module is designed to prepare trainees to handle those responsibilities that do not involve operating a vehicle. The module's knowledge objectives are:

**Hours of Service Requirements:**

Trainee will be able to comply with hours of service requirements and maintain a complete, neat and accurate driver's daily log and logbook recap.

**Trip Planning:**

Trainee will be able to plan several overnight trips, including breaks, sleep, identification of permits, estimating time of arrival, fuel stops, use of money and other issues.

**Team Logs:**

Trainee will be able to plan and log trips for a team of two drivers and comply with hours of service regulations.

**Module 4**

This module is designed to inform trainees of the laws governing the transportation industry. The module's knowledge objectives are:

**Basic Control:**

Trainee will be able to describe basic control of the vehicle right and left turns, centering and movement in restricted areas.

**Night Operations:**

Trainee will be able to describe how to operate safely at night.

**Hazardous Materials:**

Trainee will be able to describe how to handle and placard various types of hazardous materials legally.

**D.O.T. Rules and Regulations:**

Trainee will be able to describe D.O.T. rules in according to the federal motor carrier safety regulations.

**Environment:**

Trainee will be able to recognize environmental hazards, obligations, and act to take care of responsibilities.

**Module 5**

This module builds the knowledge for the trainee to handle potentially dangerous situations and the procedures for handling of cargo. The module's knowledge objectives are:

**Visual Search:**

Trainee will be able to describe how to conduct a visual search of the road for potential hazards and critical objects.

**COURSE DESCRIPTIONS (CONTINUED)**  
**Professional Truck Driver/Diesel Truck Driver**

**Hazard Perception:**

Trainee will be able to describe road conditions and other road users that are a potential threat to the safety of the tractor-trailer and suggest appropriate adjustments.

**Satellite Communication:**

Trainee will understand how to operate and stay in contact with dispatch using satellite systems.

**Electronic Engines:**

Trainee will be able to describe the operation and function of various computer-controlled engines.

**Driver Safety:**

Trainee will be able to recognize potential hazards and how to take appropriate defensive action.

**Cargo Handling & Documentation:**

Trainee will be able to verify, nature, amount and condition of cargo on both pick up and delivery, verify correct tie down for weight, verify information on bill of lading, record discrepancies and damage to cargo, obtain appropriate signatures on delivery receipts, other required forms and properly prepare manifest.

**RANGE/ROAD**

**Module 6**

This module stresses the importance of vehicle inspection and the dangers of backing a tractor-trailer. This module's skill objectives are:

**Pre-Trip Inspection:**

Trainees will be able to inspect and make determination of the condition of various critical vehicle components, including instrument and controls, engine, drive train, chassis and suspension, steering system, braking system, tires, wheels and rims, lighting and signaling devices, emergency equipment and cargo securement devices. Trainee will be able to perform pre-trip, enroute and post trip inspection in a regular, systematic sequence that is accurate, uniform and time efficient.

**Backing:**

Trainee will be able to back trailer in straight line, 45° alley dock, parallel parking and measured right hand turn in a controlled backing area. Trainee will be able to perform the backing skills and pass the required CDL test.

**Module 7**

This module is designed to start the building of skills required to maneuver a tractor-trailer. This module's skill objectives are:

**Basic Control, Left and Right Hand Turns:**

Trainee will be able to drive tractor – trailer such that he/she scores acceptable proficiency rating on the performance score card, for basic control in areas such as executing sharp left and right turns, centering the vehicle and maneuvering in restricted areas.

**Progressive Shifting:**

Trainee will be able to execute shifting in a variety of road and traffic conditions and match shifting to engine needs and safe operations for road conditions.

**Visual Search:**

Trainee will be able to demonstrate proficient visual search technique in various types of traffic and locations, as scored on the performance scorecard, using a running commentary.

**Module 8**

This module begins to introduce safe driving techniques. The module's skill objectives are:

**COURSE DESCRIPTIONS (CONTINUED)**  
**Professional Truck Driver/Diesel Truck Driver**

**Proficiency Development:**

Trainee will be able to drive tractor – trailer such that he/she scores acceptable proficiency rating on the performance score card, for basic controls in areas such as executing left and right turns to correct lane, centering the vehicle and maneuvering in restricted areas.

**Progressive Shifting:**

Trainee will be able to execute shifting in a variety of road and traffic conditions and match shifting to engine needs and safe operations for road conditions and the technique for skip shift recovery.

**Speed Management:**

Trainee will be able to adjust speed to the configuration and condition of the roadway, weather, visibility, traffic conditions and vehicle, cargo, driving or operation conditions.

**Visual Search:**

Trainee will be able to demonstrate proficient visual search technique in various types of traffic and locations, as scored on the performance scorecard, using a running commentary.

**Module 9**

This module advances the techniques of control and safe driving. This module's skill objectives are:

**Proficiency Development:**

Trainee will be able to drive tractor – trailer such that he/she scores acceptable proficiency rating on the performance score card, for basic controls in areas such as executing left and right turns to correct lane, centering the vehicle and maneuvering in restricted areas.

**Progressive Shifting:**

Trainee will be able to execute shifting in a variety of road and traffic conditions and match shifting to engine needs and safe operations for road conditions and the technique for skip shift recovery.

**Speed Management:**

Trainee will be able to adjust speed to the configuration and condition of the roadway, weather, visibility, traffic conditions and vehicle, cargo, driving or operation conditions.

**Visual Search:**

Trainee will be able to demonstrate proficient visual search technique in various types of traffic and locations, as scored on the performance scorecard, using a running commentary.

**Hazard Perception:**

Trainee will be able to identify road conditions and other road users that are a potential threat to the safety of the tractor-trailer and suggest appropriate adjustments.

**Extreme Driving Conditions:**

Trainee will be able to understand how to make adjustments for driving in hot and cold weather, stormy conditions, mountain and desert driving.

**Space Management:**

Trainees will be able to select the lane offering the best mobility and least traffic interruption, in accordance with the law to cause minimum interference and encroachment to other vehicles.

Trainee will be able to perform the driving skills as described and pass the required CDL test.

**COURSE DESCRIPTIONS**  
**Commercial Truck Driver/Truck Driver**

**CLASSROOM**

Module 1

This module covers the information to prepare the trainee to pass the Commercial Driver's License exam. This module's knowledge objectives are:

**CDL Preparation:**

Trainee will be able to pass the commercial driver license test and obtain a class a permit with Haz-Mat & doubles endorsements.

**Air Brakes:**

Trainee will be able to describe the parts of the brake system ensuring vehicles are in safe operating condition.

**Pre-Trip Inspection:**

Trainee will be able to describe a pre-trip inspection in a regular, systematic sequence that is accurate, uniform and time efficient.

**Combination Vehicle:**

Trainee will be able to describe a combination vehicle the difference between a semi and doubles, the use of the dolly used with doubles.

**Hazardous Material:**

Trainee will be able to describe how to handle and placard various types of hazardous materials legally.

**General Knowledge:**

Trainee will be able to describe the importance of visual search. And how to manage speed effectively and respond to various road and weather condition.

Module 2

This module is intended to provide trainees with sufficient knowledge of the operation of a tractor-trailer and to insure they gain the knowledge and attitude to safely and efficiently operate as a driver. This module's knowledge objectives are:

**Coupling & Uncoupling:**

Trainee will be able to describe how to couple & uncouple a tractor-trailer in accord with approved safe practices.

**Backing:**

Trainee will be able to describe the rules and procedures for backing and understand the terms jacking, drifting, chasing etc.

**Hazard Perception:**

Trainee will describe how to identify road conditions and other road users that are a potential threat to the safety of the tractor-trailer and suggest appropriate adjustments.

**Cargo Handling:**

Trainee will be able to describe how to verify; nature, amount and condition of cargo on both pick up and delivery, verify correct tie down for weight, verify information on bill of lading, record discrepancies and damage to cargo, obtain appropriate signatures on delivery receipts and other required forms and properly prepare manifest.

**Rules and Regulations:**

Trainee will understand all rules and regulations as per federal motor carrier safety regulations.

**Hours of Service:**

Trainee will be able to comply with hour of service requirements and maintain a complete, neat and accurate driver's daily log and logbook recap.

**Map Reading-Trip Planning:**

Trainee will be able to plan several overnight trips, including breaks, sleep, identification of permits, estimating time of arrival, fuel stops, use of money and other issues.

**COURSE DESCRIPTIONS (CONTINUED)**  
**Commercial Truck Driver/Truck Driver**

**RANGE/ROAD**

**Module 3**

This module builds the basic skills to inspect and operate a tractor-trailer safely. This module's skill objectives are:

**Pre-Trip Inspection:**

Trainees will be able to inspect and make a determination of the condition of various critical vehicle components, including instrument and controls, engine, drive train, chassis and suspension, steering system, braking system, tires, wheels and rims, lighting and signaling system, braking system, emergency equipment and cargo securement devices.

Trainee will be able to perform pre-trip inspection in a regular, systematic sequence that is accurate, uniform and time efficient.

**Backing:**

Trainee will be able to back trailer on performance test on range and street. Test will include backing and parking in restricted areas with approximate tolerances, backing in straight and curved lines and parking at docks, in jackknife and parallel positions.

**Basic Control, Left and Right Turns:**

Trainee will be able to drive tractor-trailer such that he/she scores acceptable proficiency rating on the operational checklist for basic controls in areas such as executing sharp left and right turns, centering the vehicle and maneuvering in restricted areas.

**Visual Search:**

Trainee will be able to demonstrate proficient visual search technique in various types of traffic and locations, as scored on the performance test, using a running commentary.

**Progressive Shifting:**

Trainee will be able to execute shifting in a variety of road and traffic conditions and match shifting to engine needs and safe operations for road conditions.

**Communication:**

Trainee will be able to execute the proper communication devices required in maneuvering the vehicle in difficult areas.

**Module 4**

This module covers safe driving techniques while trainees develop driving proficiency. This module's skill objectives are:

**Proficiency Development:**

Trainee will be able to drive tractor – trailer such that he/she scores acceptable proficiency rating on the performance score card, for basic controls in areas such as executing left and right turns to correct lane, centering the vehicle and maneuvering in restricted areas.

**Space Management:**

Trainee will be able to select the lane offering the best mobility and least traffic interruption, in accordance with the law to cause minimum interference and encroachment to other vehicles.

**Extreme Driving:**

Trainee will be able to understand how to make adjustments for driving in hot and cold weather, stormy conditions, mountain and desert driving.

**Speed Management:**

Trainee will be able to adjust speed to the configuration and condition of the roadway, weather, visibility, traffic conditions and vehicle, cargo, driving or operator conditions.

**Hazard Perception:**

Trainee will be able to describe road conditions and other road users that are a potential threat to the safety of the tractor-trailer and suggest appropriate adjustments.

## EXTERNSHIP OBJECTIVES

Measured development of the entry-level driver is the essential element of the externship (post residential training) and the employing company's success in promoting the new driver from trainee to solo operations. To aid in that development, AIT has developed the following objectives and guidelines to establish uniform progress, methodology, and measurement of the essential skills necessary to all drivers.

### I. PRIMARY TRAINING GOALS

The object of all training is to motivate the new driver to peak performance levels in all competencies, to recognize less than acceptable performance and take corrective action, to develop proper safety awareness and job habits, and to influence the new driver by example with a positive attitude toward his/her company and his/her career.

### II. ASSESSMENT OF INITIAL QUALIFICATIONS

When an entry-level driver has been accepted and placed with a driver/trainer, the following primary objectives should be planned and developed for the new driver:

1. After initial qualification by road test and evaluation, the trainer should provide specific training and instruction tailored to the needs of the individual.
2. Introduction to company and industry-accepted standards for operating procedure and policy.
3. Achievement of a satisfactory rating in all identified competencies.
4. Training to incorporate identification and use of all company equipment, types of cargo and securement, road, weather, and hazard recognition and response.
5. Continuing emphasis on safety and responsibilities in reduction of the company's operating cost.
6. Coordination of driver/dispatch relations and other company communications.

### III. OBJECTIVES IN TRAINING THE NEW DRIVER

After the initial assessment of the trainee's level, progressive achievement is measured by using a weekly evaluation form. Under specific company guidelines, each trainer should also establish the following:

1. Training materials needed; i.e., policy and procedure manuals, company guides, and other work related items.
2. Where the training is to be done; the variety of driving experiences and conditions should be documented.
3. Vehicles and other equipment familiarization.
4. Duration of the training (minimum of 240 hours/six weeks) 8.0 Quarter Credit Hours and progressive advancement in skills and knowledge.
5. Specific training exercises - using real working situations and practical application of skills in driving and cargo handling.
6. Periodic evaluation and remedial training for problem areas including potential changes in trainers.

### IV. INITIAL COMPETENCIES

A preliminary investigation should be done before placing the new driver in service. The following items are basic to all further operations. Assessment and specific education should be provided for each type of vehicle encountered by the trainee.

1. CONTROL SYSTEMS  
Trainee should be able to locate and describe the function of all primary and secondary controls.
2. INSTRUMENTS  
Trainee should locate, accurately read, and use:
  - A. Engine and speed indicators.
  - B. Fuel, exhaust, oil and cooling gauges.
  - C. Electrical gauges.

### 3. INSPECTIONS

Trainee should be able to properly pre-trip inspect all equipment including instruments and controls, engine and driveline, suspension and chassis, steering system and tires, brake system for air loss and adjustment, coupling system, and emergency equipment.

Trainee should be able to perform other inspection cycles such as enroute and post trip. Driver Inspection Reports need to be taught and explained to insure that the trainee understands his/her function and responsibilities.

### 4. BASIC VEHICLE CONTROL

The trainer should check the following areas of basic control.

- A. Engine start-up, warm-up and shut down.
- B. Coupling and uncoupling.
- C. Placing the vehicle in motion and proper gear selection.
- D. Smooth use of brakes.
- E. Turns.

## V. PERIODIC EVALUATION

Using the weekly evaluation form will assist the trainer in consistency in teaching and objectivity in grading during the training period. Achievement of a "satisfactory rating" in all identified competencies is required.

### 1. DESCRIPTIONS AND USE OF THE RATING SYSTEM

**SATISFACTORY..**Trainee requires no further instruction in any particular competency and will correct deficiencies on his/her own, understands and implements proper procedures in accordance with safe operating practices and company policy.

**PROGRESSING..**Trainee has a good working knowledge of a competency but requires an occasional correction or reminder from the trainer, has a developing awareness, and can formulate pertinent questions regarding any one competency.

**NEEDS IMPROVEMENT..**Trainee needs active instruction and supervision for any particular competency.

- 2. Evaluations should be completed and returned to AIT at the end of each week of training in a timely manner for proper tracking of the trainee's progress.
- 3. Competencies not rated should reflect the letters "NA" (not applicable) in weeks that the competency is not checked.
- 4. The Weekly and To-Date Behind-the-Wheel, Non-Driving and Total Hours need to be recorded on the form in the appropriate place.
- 5. The "comment lines" should be used to describe the road and weather conditions as well as contain any other information for further development or consideration.

## **TRANSFERABILITY OF CREDITS EARNED AT AIT**

Transferability of credits earned at AIT is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn at AIT is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending AIT to determine if your credits or diploma will transfer.

### **CREDIT FOR PREVIOUS TRAINING AND/OR JOB EXPERIENCE**

An applicant with documented previous training and/or job experience may challenge any part of the program and receive credit by successfully passing a challenge exam.

The following procedure is utilized to evaluate prior education and/or experience of any applicant who is a military veteran to ascertain if a challenge to any portion of the program is appropriate:

#### Prior Training

Credit for prior training will be considered by reviewing an official transcript from the postsecondary institution that the veteran attended. Classes taken at another institution must have been successfully completed with a grade of C or better. The credit hours earned by the completion of a particular class must be equal to or greater than the related class that is being considered for challenge.

#### Prior Military Experience

Prior military experience will be considered by review of the applicant's DD214. Direct driving experience of articulated vehicles with standard transmission will be considered appropriate experience that will allow an applicant to challenge any given class(as).

#### Prior Experience

Prior experience will be considered if the experience pertains to the program applying for and documented by logbooks, DAC record, or documentation from prior employer(s). The extent of the experience will be reviewed and a determination made as to what classes may be challenged.

These reviews will be conducted in conjunction with the Director of Admissions and the Director of Education. All documentation will be reviewed along with a personal interview with the veteran applicant. All challenges must be completed before start date. A challenge worksheet will be completed by the Director of Education; approved by the Director of Admissions and acknowledged by the veteran applicant.

If a portion of the program is successfully challenged, credit will be awarded on a quarter credit basis appropriate for that portion of the program. (Credit awarded will be both educational and financial.)

## **TRAINEE CONDUCT**

Trainees must adhere to high standards of scholarship and conduct. Those trainees whose conduct reflects discredit upon him or herself or AIT may be subject to probation and/or termination. The trainee must adhere to conduct that will not interfere with the learning progress of any other trainees, the classroom presentation by the instructor, or the progress of the class or AIT in general.

The administration of AIT reserves the right, in the exercise of its judgment, to place on probation and/or terminate a trainee on any of the following grounds:

- A. Non-conformity with rules and regulations of AIT.
- B. Conduct that reflects unfavorably upon AIT, its staff, faculty and/or its trainees.
- C. Unsatisfactory academic progress.
- D. Excessive absences or tardiness.
- E. Failure to pay fees when due and/or to make available required documents.
- F. Cheating.
- G. Falsifying AIT records.
- H. Breach of AIT Enrollment Agreement.
- I. Demonstrating poor judgment or inability to function properly and/or professionally.
- J. Entering AIT premises while under the influence of alcohol, drugs, or narcotics of any kind.
- K. Carrying a concealed or potentially dangerous weapon.
- L. Using, selling, buying, distributing or offering for sale any illegal substance.
- M. Aiding, abetting, or inciting others to commit any act that would detract from the continuity of the normal operation of AIT.
- N. Theft.

A trainee terminated for non-adherence to the listed codes of conduct may be readmitted into the program only at the discretion of AIT. A trainee placed on probation may be removed from probation status if he/she demonstrates continued adherence to AIT's policies and codes of conduct.

## **DRESS CODE**

Hair must be clean and neat.

All facial hair will be trimmed.

Trainees are to be properly attired at all times (no shorts, tank tops or excessively loose clothing). Shirts with sleeves must be worn at all times. Footwear must consist of hard-soled shoes. No sandals, canvas-type, or slick-soled shoes are allowed.

## **ATTENDANCE POLICY**

Trainees are required to maintain a minimum of 75% attendance over the length of the program. Trainees who fall below 75% will be placed on attendance probation until they reach 75% attendance or cannot achieve the 75% attendance by the end of his/her scheduled resident program completion date, at which time trainee will be terminated. Trainees who are on attendance probation are considered to be making satisfactory progress. If a trainee must be absent, he/she should call AIT 30-minutes before the time class starts.

## **TARDINESS**

Trainees will be charged actual time absent for each fifteen minutes late-in or early-out, not to exceed one full absence per day. A veteran will be charged one-day absence for six tardies in a month.

## **MAKE-UP WORK**

Assignments and projects not completed on schedule during a course must be made up within the period of that course. Arrangements **MUST** be made with the individual instructor.

## ACADEMIC ADVISING

A trainee's educational objectives, grades, attendance and conduct are reviewed on a regular basis, at the completion of 25%, 50% and on a weekly basis throughout the remainder of the program. If academic standing or conduct is unacceptable, the trainee will be advised. Failure to improve academic standing or behavior may result in further action being taken. Trainees are encouraged to seek academic advising through their instructors, Director of Training, Director of Education, or the Campus Director.

## BREAK IN TRAINING

The Professional and Commercial Truck Driving Programs are twenty-four (24) week, ten (10) week, and fourteen (14) week programs, which include a six-week externship. Trainees enrolled in these programs must complete resident training and an externship. The externship is training in which trainees are placed with a trucking company for continuation of their education. Upon successful completion of resident and externship training, the trainee is considered a graduate.

Trainees enrolled in either the Professional or Commercial Truck Driver Program may experience an in-school break at the completion of the resident training and before beginning the externship. AIT defines an in-school break as a time within a trainee's program when the next scheduled phase of training is not available and the trainee's completion date is delayed. During the in school break, trainees who fall into this category are considered regularly enrolled trainees.

Preparation to depart and traveling to the externship site, waiting for a company's scheduled starting date, coordination generally cause this break with the availability of a trainer or other factors beyond the control of AIT or the trainee. The usual break is two weeks in duration.

## GRADING SYSTEM

Grades are based on assignments, tests, and manipulative performance examinations given with each unit of learning. The minimum acceptable unit grade is 70% for advancement.

The Grading Scale is as follows:

ALPHA	NUMERIC		GRADE POINT
A	94-100	Outstanding effort and a mastery of a subject area, excellent standard of work.	4.0
B	87-93	Extra effort reflecting mastery of a subject area, with high standard of work.	3.0
C	78-86	Mastery of subject area with acceptable standard of work.	2.0
D	70-77	Mastery of subject area below average, but still meets minimum standard of work performance.	1.0
F	0-69	Mastery of a subject area not acceptable. Failure to meet minimum standard of work performance.	.0

**NOTE:** Assigned manipulative performance exams must be passed before graduation.

## COURSE INCOMPLETES

An "Incomplete" cannot be given as a final grade. However, at the end of the program a trainee may, with the Director's approval, be granted an extension of no more than ten (10) days of class in order to complete all the required course work, assignments, and tests. The extension cannot be used to make up accrued absences from class. If the trainee does not complete the required course work, assignments, and tests within the extension period, he/she will receive a grade of "F" or "zero," which will be averaged with the trainee's other grades to determine the cumulative GPA.

## FORMAL LEAVE OF ABSENCE POLICY

AIT's Leave of Absence Policy requires a student to provide a written, signed, and dated request in advance for a leave of absence. If unforeseen circumstances prevent a student from providing an advance written request, American Institute of Technology may grant the student's request for a leave of absence, document its decision, and collect the written request at a later date. All requests for extending a leave of absence must be made in writing.

The leave of absence may not exceed 180 days in any 12-month period. AIT, at its discretion, may allow multiple leaves of absence. However, the leave of absence and any additional leaves of absence must not exceed a total of 180 days in any 12-month period. This 12-month period begins on the first day of the student's initial leave of absence.

Upon receipt of the student's request for a leave of absence, the school will determine if there is a reasonable expectation that the student will return to training, and approve or deny the request. There are no additional institutional charges to the student as a result of the leave of absence, the student's need does not increase, and the student is not eligible for any additional federal student aid.

Upon the student's return from the leave, he/she continues to earn the Title IV aid previously awarded for the period. Once the student has earned half the required credits and completed half the number of weeks in the payment period, the student has earned the Title IV funds he/she was previously paid. At that point, if otherwise eligible, the student may receive a second or subsequent disbursement of Title IV program funds.

### **If a trainee fails to return to school at the end of an approved leave of absence:**

1. The withdrawal date is the last date of attendance as documented by the school's attendance records.
2. The determination date is the date the student was scheduled to return from the leave of absence or the date the student notifies the school they will not be returning, whichever is earlier.
3. If the trainee is a Title IV loan recipient, he/she is entitled to an initial grace period of six consecutive months before entering into repayment on their loan. The six month grace period begins the day after their last day of attendance. Therefore, the borrower will exhaust some or all of their grace period.

## SATISFACTORY ACADEMIC PROGRESS

All trainees must meet the Attendance Rules and Regulations and the Standards of Satisfactory Progress.

- The maximum period for training - credit hours attempted cannot exceed 1.5 times the credit hours required to complete the program.

The following quantitative measurement represents the maximum allowable attempted credit hours that a trainee has to complete each program:

Academic Year: 36-Quarter Credit Hours (Non-Term Program).

Program Completion:

PROGRAM	CREDIT HOURS REQUIRED FOR COMPLETION*	MAXIMUM ATTEMPTED CREDIT HOURS ALLOWED
Professional Truck Driver	36	54
Diesel Truck Driver	28	42
Commercial Truck Driver	20	30
Truck Driver	12	18

\* See definition on page 31

- The following qualitative measurement chart represents the incremental percentage of credit hours that must be successfully completed at the end of each increment in order for a trainee to be evaluated as maintaining satisfactory academic progress.

INCREMENTS		1	2	3
Percentage of Program Attempted		25%	50%	100%
If the trainee has attempted at least this number of credit hours	PTD	9.0	18.0	36.0
	DTD	7.0	14.0	28.0
	CTD	5.0	10.0	20.0
	TD	3.0	6.0	8.0
The trainee must have successfully completed at least this % of credit		50%	75%	100%
Minimum Grade Point Average		1.0	1.5	2.0

- In the event that a trainee does not achieve the established criteria for determining satisfactory academic progress indicated above, the trainee will be allowed to present justification or evidence of extenuating circumstances as to why he or she should be allowed to continue training. The Director of Education has the authority to allow the trainee up to a four (4) week probationary period to achieve the established criteria as set forth in this section. The trainee will be considered making satisfactory progress during any probationary period. If the trainee has not achieved the criteria as set forth in this section at the end of the probationary period, he/she is removed from the list of eligible Financial Aid recipients (until such time as the criteria is met) and may be terminated from the training program.

If a trainee must repeat a module of study, he/she may be charged a repeat fee of \$50.00. This repeat of module may be due to academic failure or failure to meet attendance requirements. The grade earned in the repeat module will prevail.

#### TERMINATION PROCEDURES

Trainees to be terminated are notified in writing and may appeal to the Director of AIT within one week of "Notice of Termination."

#### TRAINEE APPEAL PROCESS

If the trainee's training program is interrupted by AIT for any reason, he/she has the right to appeal that decision. A trainee must initiate the process by submitting a written request for "Re-admittance" to the Director of AIT.

#### TRAINEE GRIEVANCE PROCEDURE

If a trainee has a grievance with any AIT policy or procedure, he/she will be referred to the proper department director to resolve the complaint. In the event the grievance cannot be resolved on that level he/she may submit a written complaint to the Director of AIT and a response will be given, in writing, within ten (10) business days.

Training facilities accredited by the Accrediting Commission for Career Schools and Colleges must have a procedure and operational plan for handling Trainee complaints. If, after following the above grievance procedure, a Trainee does not feel that AIT has adequately addressed a complaint or concern, the Trainee may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the training facility for a response. The Commission will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to:

**Accrediting Commission of Career Schools and Colleges**  
**2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201 (703) 247-4212**

A copy of the Commission's Complaint Form is available at AIT and may be obtained by contacting the Registrar.

#### Bureau for Private Postsecondary Education

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 916-574-7720 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppve.ca.gov](http://www.bppve.ca.gov).

## **GRADUATION REQUIREMENTS**

Upon satisfactory completion of all course work including Externship, if required, with a minimum grade point average of 2.00, attainment of Commercial Driver License, and payment of all tuition's and fees due (\*), the trainee is awarded a diploma. \*For trainees with Institutional Loans, a minimum of three (3) full on-time payments must be received on their account.

### **ACADEMIC YEAR**

AIT defines an academic year as thirty-six (36) quarter credit hours and thirty (30) weeks of training. This definition means that AIT's programs are less than an academic year. See the Financial Aid Department for more details.

### **UNITS OF CREDIT**

For awarding and disbursement of Financial Aid Programs, a unit of credit is one-quarter hour for each twenty (20) hours of lecture, supervised laboratory instruction, or externship.

For awarding academic credit, a unit of credit is one-quarter hour for each ten (10) hours of classroom; or twenty (20) hours of supervised laboratory instruction; or thirty (30) hours of externship.

### **CLASS SIZE**

Classes range in size from 15 to 30 trainees. A maximum class size is 30. Roadwork consists of four trainees per instructor and truck.

### **EQUIPMENT**

During the Range and Road portion, trainees work with late model conventional tractors along with dry freight vans and flatbed trailers.

### **PROFESSIONAL ADVISORY BOARD**

AIT has an active Advisory Board comprised of professional individuals who are currently working in the trucking industry. The function of the Advisory Board is to keep AIT's faculty and staff current with state of the art innovations and techniques and to make recommendations regarding curriculum updates, equipment, textbooks, and admissions standards.

## **FINANCIAL AID**

To assist trainees with their cost of education, AIT is approved by the U.S. Department of Education to participate in the following Student Financial Assistance Programs:

### **FEDERAL PELL GRANT PROGRAM (FPELL)**

The Federal Pell Grant Program provides non-repayable grants to eligible undergraduate trainees who demonstrate financial need. The U.S. Department of Education calculates an Expected Family Contribution and provides formulas for calculating the amount of the Pell Award.

### **FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFEL)**

The Federal Family Education Loan Program makes low interest, long-term loans available to eligible trainees attending institutions of higher education. The following types of loans are available through the FFEL programs:

- ◆ FFEL Stafford Loans are awarded to trainees who demonstrate financial need. Because the U.S. Department of Education subsidizes the interest, borrowers are not charged interest while they are enrolled in training at least halftime and during grace and deferment periods.
- ◆ FFEL Unsubsidized Stafford Loans are awarded to trainees regardless of financial need. Borrowers are responsible for paying the interest that accrues during any period.
- ◆ FFEL PLUS Loans allow parents to borrow on behalf of their dependent undergraduate children who are enrolled at least halftime. Borrowers are responsible for the interest that accrues on FFEL PLUS Loans during any period.

### **ALTERNATIVE LOAN PROGRAMS**

Trainees who have limited or no funding available to them through Federal and State programs may apply for alternative loan funds to cover educationally related expenses.

### **AIT INSTITUTIONAL LOAN PROGRAM**

Trainees who have limited or no funding available to them through the Federal, State or alternative loan programs may apply for an institutional loan.

### **OTHER AID**

Additional aid information pertaining to Veterans Benefits, Vocational Rehabilitation, Bureau of Indian Affairs, and the Workforce Investment Act can be obtained by contacting the Financial Aid Office at AIT.

Application procedures for the above programs can be obtained from the Financial Aid Department at the training facility and from the Consumer Guide.

NOTE: Not all programs of study are eligible for all of the financial aid programs. Trainees may consult with the Financial Aid Department for aid eligibility.

### **LOAN DEFAULTS**

A trainee that is eligible for a loan guaranteed by the federal or state government and who defaults on the loan (does not repay), both of the following may occur: (1) The federal or state government or a loan guaranteed agency may take action against the trainee, including applying any income tax refund to which the trainee is entitled to reduce the balance owed on the loan; (2) The trainee may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## TUITION AND FEES

Registration: Registration fee is in addition to the tuition. Payment of the registration fee and a signed Enrollment Agreement will reserve a seat in class.

### PROFESSIONAL TRUCK DRIVER

Registration	\$ 100.00
Tuition	8,020.00
Physical / Drug Screen	70.00
Books	250.00
Student Tuition Recovery Fund	<u>20.00</u>
	\$8,460.00

### DIESEL TRUCK DRIVER

Registration	\$ 100.00
Tuition	6,220.00
Physical / Drug Screen	70.00
Books	250.00
Student Tuition Recovery Fund	<u>17.50</u>
	\$6657.50

### COMMERCIAL TRUCK DRIVER

Registration	\$ 200.00
Tuition	6,420.00
Physical / Drug Screen	70.00
Books	250.00
Student Tuition Recovery Fund	<u>17.50</u>
	\$6,957.50

### TRUCK DRIVER

Registration	\$ 200.00
Tuition	3,520.00
Physical / Drug Screen	70.00
Books	250.00
Student Tuition Recovery Fund	<u>10.00</u>
	\$ 4,050.00

A \$25.00 fee will be charged for returned checks.

**CANCELLATION & REFUND POLICY  
PRIOR TO COMMENCEMENT OF CLASSES BY THE TRAINEE**

**TRAINEE'S RIGHT TO CANCEL**

All monies paid by an applicant are refunded if requested within seven days after the first scheduled class session, minus the cost of physical/drug screen, if applicable; and books and supplies that are not reusable or are not returned within 20 days. If the trainee has received federal student financial aid funds, the trainee is entitled to a refund of moneys not paid from federal student financial aid program funds. Those funds, if disbursed, will be returned to the appropriate federal student financial aid program.

**Rejects** - An applicant rejected by AIT is entitled to a refund of all monyes paid minus, physical/drug screen cost, if applicable; and books and supplies that are not reusable or are not returned within 20 days.

**WITHDRAWAL AFTER COMMENCEMENT OF CLASSES**

For a trainee who withdraws without providing notification to the training facility, the determination date is the date that the training facility becomes aware that the trainee ceased attendance, the date the trainee violates AIT policy which provides for termination, or within 30 days of the end of the period of enrollment, the academic year in which the trainee withdrew, or the education program from which the trainee withdrew, whichever is earlier. For a trainee who provides notification of withdrawal, the determination date is the trainee's last date of attendance or the date of notification of withdrawal, whichever is later. For a trainee who does not return from an approved leave of absence, the determination date is the date of the end of the leave of absence or the date the trainee notifies the training facility that they will not be returning, whichever is earlier.

**REFUND POLICY**

Refunds are calculated based on the portion of the course completed. The date from which refunds are calculated is the trainee's last date of attendance. Refunds are made within 45 days of the determination of withdrawal. Written notification of withdrawal from the trainee is not required for refund payment. If the trainee obtains a loan to pay for any portion of the program, the trainee will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. The trainee is entitled to a refund of moneys not paid from federal student financial aid programs after application of this refund policy and calculation of the Return of Title IV Funds Policy below.

**Professional Truck Driver**

<u>Withdrawal</u>	<u>Trainee's Obligation</u>
Within the first 7 calendar days	Physical/Drug Screen and *Books
After 7 calendar days and:	
Within the 2 <sup>nd</sup> week of training	\$100.00 + 9% of Tuition + Books and Fees
Within the 3 <sup>rd</sup> week of training	\$100.00 + 13% of Tuition + Books and Fees
Within the 4 <sup>th</sup> week of training	\$100.00 + 17% of Tuition + Books and Fees
Within the 5 <sup>th</sup> week of training	\$100.00 + 21% of Tuition + Books and Fees
Within the 6 <sup>th</sup> week of training	\$100.00 + 25% of Tuition + Books and Fees
Within the 7 <sup>th</sup> week of training	\$100.00 + 30% of Tuition + Books and Fees
Within the 8 <sup>th</sup> week of training	\$100.00 + 34% of Tuition + Books and Fees
Within the 9 <sup>th</sup> week of training	\$100.00 + 38% of Tuition + Books and Fees
Within the 10 <sup>th</sup> week of training	\$100.00 + 42% of Tuition + Books and Fees
Within the 11 <sup>th</sup> week of training	\$100.00 + 46% of Tuition + Books and Fees
Within the 12 <sup>th</sup> week of training	\$100.00 + 50% of Tuition + Books and Fees
Within the 13 <sup>th</sup> week of training	\$100.00 + 55% of Tuition + Books and Fees
Within the 14 <sup>th</sup> week of training	\$100.00 + 59% of Tuition + Books and Fees
After the 14 <sup>th</sup> week of training	\$100.00 + 100% of Tuition + Books and Fees

### Diesel Truck Driver

#### Withdrawal

Within the first 7 calendar days  
After 7 calendar days and:  
Within the 2<sup>nd</sup> week of training  
Within the 3<sup>rd</sup> week of training  
Within the 4<sup>th</sup> week of training  
Within the 5<sup>th</sup> week of training  
Within the 6<sup>th</sup> week of training  
Within the 7<sup>th</sup> week of training  
Within the 8<sup>th</sup> week of training  
Within the 9<sup>th</sup> week of training  
Within the 10<sup>th</sup> week of training  
After the 10<sup>th</sup> week of training

#### Trainee's Obligation

Physical/Drug Screen and \*Books  
\$100.00 + 12% of Tuition + Books and Fees  
\$100.00 + 17% of Tuition + Books and Fees  
\$100.00 + 22% of Tuition + Books and Fees  
\$100.00 + 28% of Tuition + Books and Fees  
\$100.00 + 34% of Tuition + Books and Fees  
\$100.00 + 39% of Tuition + Books and Fees  
\$100.00 + 45% of Tuition + Books and Fees  
\$100.00 + 50% of Tuition + Books and Fees  
\$100.00 + 56% of Tuition + Books and Fees  
\$100.00 + 100% of Tuition + Books and Fees

### Commercial Truck Driver Weekday 10-Week Schedule

#### Withdrawal

Within the first 7 calendar days  
After 7 calendar days and:  
Within the 2<sup>nd</sup> week of training  
Within the 3<sup>rd</sup> week of training  
Within the 4<sup>th</sup> week of training  
Within the 5<sup>th</sup> week of training  
Within the 6<sup>th</sup> week of training  
After the 6<sup>th</sup> week of training

#### Trainee's Obligation

Physical/Drug Screen and \*Books and Fees  
\$100.00 + 20% of Tuition + Books and Fees  
\$100.00 + 30% of Tuition + Books and Fees  
\$100.00 + 40% of Tuition + Books and Fees  
\$100.00 + 50% of Tuition + Books and Fees  
\$100.00 + 60% of Tuition + Books and Fees  
\$100.00 + 100% of Tuition + Books and Fees

### Commercial Truck Driver Weekend 14-Week Schedule

#### Withdrawal

Within the first 7 calendar days  
After 7 calendar days and:  
Within the 2<sup>nd</sup> week of training  
Within the 3<sup>rd</sup> week of training  
Within the 4<sup>th</sup> week of training  
Within the 5<sup>th</sup> week of training  
Within the 6<sup>th</sup> week of training  
Within the 7<sup>th</sup> week of training  
Within the 8<sup>th</sup> week of training  
After the 8<sup>th</sup> week of training

#### Trainee's Obligation

Physical/Drug Screen and \*Books and Fees  
\$100.00 + 15% of Tuition + Books and Fees  
\$100.00 + 22% of Tuition + Books and Fees  
\$100.00 + 29% of Tuition + Books and Fees  
\$100.00 + 36% of Tuition + Books and Fees  
\$100.00 + 43% of Tuition + Books and Fees  
\$100.00 + 50% of Tuition + Books and Fees  
\$100.00 + 58% of Tuition + Books and Fees  
\$100.00 + 100% of Tuition + Books and Fees

### Truck Driver Weekday 4-Week Schedule

#### Withdrawal

Within the first 7 calendar days  
After 7 calendar days and:  
Within the 2<sup>nd</sup> week of training  
After the 2<sup>th</sup> week of training

#### Trainee's Obligation

Physical/Drug Screen and \*Books and Fees  
\$100.00 + 50% of Tuition + Books and Fees  
\$100.00 + 100% of Tuition + Books and Fees

**Truck Driver  
Weekend 8-Week Schedule**

<u>Withdrawal</u>	<u>Trainee's Obligation</u>
Within the first 7 calendar days	Physical/Drug Screen and *Books and Fees
After 7 calendar days and:	
Within the 2 <sup>nd</sup> week of training	\$100.00 + 25% of Tuition + Books and Fees
Within the 3 <sup>rd</sup> week of training	\$100.00 + 38% of Tuition + Books and Fees
Within the 4 <sup>th</sup> week of training	\$100.00 + 50% of Tuition + Books and Fees
After the 4 <sup>th</sup> week of training	\$100.00 + 100% of Tuition + Books and Fees

\*Trainees withdrawing from the program must return reusable books and supplies within 20 days of the notice of withdrawal or pay for same. Physical, drug screen, CDL fees, and Student Tuition Recovery Fund payment are non-refundable.

<sup>1</sup> Re-usable books and supplies are items that appear to be new and are resalable to other trainees.

**RETURN OF TITLE IV FUNDS POLICY**

The portion of the federal grants and loans that a trainee is entitled to receive is calculated on a percentage basis by comparing the total number of calendar days in the period of enrollment to the number of calendar days that the trainee completed as of the last date of attendance. For example, if a trainee completes 30% of the period of enrollment, then 30% of the approved federal aid that was disbursed or could have been disbursed for the period of enrollment would be earned. This means that 70% of the trainee's aid that was disbursed or could have been disbursed remains unearned and must be returned to the Federal Programs. After completing 60% of the period of enrollment a trainee has earned 100% of the Title IV funds disbursed or that could have been disbursed for the period of enrollment. This policy governs the earned and unearned portions of the trainee's Federal Title IV Financial Aid only. It determines how much, if any, the trainee and/or the training facility may need to return. This policy does not affect the trainee's charges. The Refund Policy will be used to determine the reduction, if any, in the trainee's charges. The Refund Policy is outlined above. The trainee is responsible for paying any outstanding charges to the training facility. If it is determined that a portion of the financial aid received on the trainee's behalf is unearned, the training facility has the responsibility of returning those funds to the Federal Programs. Unearned Title IV funds are returned within 45 days of the date of determination of withdrawal.

Examples of the application of the above policies are available upon request by contacting the Financial Aid Office during normal business hours.

A trainee that is eligible for a loan guaranteed by the federal or state government and who defaults on the loan (does not repay), both of the following may occur: (1) The federal or state government or a loan guaranteed agency may take action against the trainee, including applying any income tax refund to which the trainee is entitled to reduce the balance owed on the loan; (2) The trainee may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## **CAREER SERVICES**

AIT assists its graduates in obtaining employment in their chosen field of study. However, because AIT cannot control employment conditions, it does not guarantee placement.

AIT provides each trainee with career advice, including preparation of applications. AIT maintains a listing of available jobs. AIT arranges employer visits to the facility.

## **TRAINEE SERVICES**

AIT will provide the following assistance to trainees: attendance/academic and personal advising, arrange for housing, carpooling, transportation and childcare. Coordinate part-time employment with the Career Services Department and referral to support agencies such as counseling, drug rehabilitation, etc. as needed. All of the above trainee services are provided and coordinated through the Education Department.

AIT does not maintain dormitory facilities. However, the Trainee Services Department can assist the trainees in securing residences. These services are available to both single and married trainees. There are numerous housing complexes in close proximity to AIT.

Reference books, professional journals, textbooks and audio/video materials are kept current to provide up-to-date information for trainees and faculty.

## **CHANGE OF ADDRESS**

When trainees have a change of address, they must notify the Registrar immediately. It is very important that AIT have the correct address and telephone number of trainees. Upon graduation, it is mandatory that trainees who have educational loans keep their current address and phone number on file with AIT.

## **PRIVACY ACT FOR TRAINEES**

The Federal Interagency Committee of Education has established a policy for the release of trainee and/or graduate information. The policy is available from AIT's administrative offices upon written request.

## **RESERVATION OF RIGHTS**

AIT reserves the right to:

1. Modify existing or new programs by addition, deletion or variation.
2. Reschedule or consolidate classes.
3. Change faculty members by replacement or substitution.
4. Relocate facility, within reasonable distance.

## **NOTICE TO PROSPECTIVE AND ENROLLED STUDENTS OF THE AVAILABILITY OF STUDENT CONSUMER DISCLOSURE INFORMATION** [668.41 (c)]

Below is a listing and description of required disclosures. Detailed information may be obtained by requesting a copy of the Student Consumer Guide available through the Financial Aid Department or the School Director. Requests may be made during normal business hours and on Saturday, by appointment.

- **Rights under the Family Education Rights and Privacy Act (FERPA) [99.7]**  
This act affords a student certain rights with respect to their education records.

Students have a right to inspect and review their permanent education records, including transcripts and grades, during normal business hours within ten business days of the day the school receives a verbal request for access. Normal business hours are Monday through Thursday, 8 a.m. to 7 p.m., Friday 8 a.m. to 5 p.m., and Saturday by appointment.

Students should submit to the Director of Training or Registrar a verbal request indicating the records they wish to inspect. The Director of Training or Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. The student may obtain copies of their education records upon payment of a \$2.00 reproduction fee.

Additional disclosure information regarding this act may be obtained by requesting a copy of the Student Consumer Guide.

- **FFEL/Direct Loan deferments for Peace Corps or Volunteer Service [668.41(d)(4)]**  
Once the repayment period has begun, the borrower is entitled to postpone principal payments on an FFEL/Direct Loan when applicable eligibility criteria are met.
- **Financial Assistance Available [668.42]**  
Includes Federal, State, Local, Private, and Institutional Assistance Programs that are need or non-need based along with the Rights and Responsibilities of students receiving Title IV and other financial aid.
- **Institution Information [668.43]**  
Includes costs, applicable refund policies, requirements for officially withdrawing from the school, a summary of requirements for the return of loan assistance by withdrawn students, information regarding school's academic programs, entities that accredit, license or approve the school and its programs, procedures for reviewing school's accreditation, licensing, or approval documentation, a description of any special services for disabled students and the title and availability of employee's responsible for dissemination of institutional and financial assistance disclosure information and how to contact them.
- **Completion and Graduation Rates [668.46]**  
Calculations based on a group of first-time, certificate seeking, full-time undergraduate students who enter the institution between September 1 of one year and August 31 of the following year.
- **Campus Security Report [668.46]**  
Statements and current policies and procedures for reporting criminal actions or other emergencies. The Annual Security Report is distributed to enrolled students through a Consumer Disclosure Publication provided directly to each individual by October 1 of each year -

### **CAMPUS CRIME STATISTICS AND REPORTING**

The following statistics have been compiled in accordance with the definitions used in the Uniform Crime Reporting systems of the Department of Justice, FBI, as modified by the Hate Crime Statistics Act. The system is concerned with the occurrence of on-campus criminal offenses during the most recent school year and the two preceding school years for which data is available. A complete set of the Security, Criminal Activity and Reporting Policy is available from the Director of Education upon request.

Both the Gardena and Fontana Campuses report the following:

In 2006, zero (0) reports of campus crime.

In 2007, zero (0) reports of campus crime.

In 2008, zero (0) reports of campus crime.

### **ADDENDUM**

Addenda may be published periodically and become a part of this catalog. Check with the Admissions Office for any updates.

### **BUREAU OF PRIVATE POSTSECONDARY EDUCATION**

Any questions a trainee may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, Sacramento, CA 95798-0818, [www.bppve.ca.gov](http://www.bppve.ca.gov), or telephone 916-574-7720.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 916-574-7720 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppve.ca.gov](http://www.bppve.ca.gov).

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

You must pay the state-imposed assessment for the Student Tuition Recovery Fund if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of you tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party 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.
2. Your total charges are paid by a third party, such as an employer, government program or other party, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau of Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. The school's breach or anticipatory breach of the agreement for the closure of instruction.
5. There was decline in the quality of the course of instruction within 30 days before the school or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

## **OTHER NOTICES**

AIT does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has never filed a petition, nor had a petition in bankruptcy filed against it.

## **CLASS SCHEDULES**

Class schedules are set at the discretion of AIT. Therefore, classes may be combined and times changed. AIT will make every effort to provide notice to trainees in advance of class schedule changes.

## **FULL-TIME TRAINEES**

Trainee schedules are for the entire program. No part-time schedules are offered.

## **INCLEMENT WEATHER**

AIT will cancel classes when inclement weather conditions occur. Trainees should listen to local radio stations for announcements as to public and private school closings. Trainees will not be considered absent.

## **DISASTERS**

In the event of a disaster affecting normal AIT operations (i.e., fire, flood, wind storms, earthquake, etc.), AIT reserves the right to suspend training for a period, not to exceed 90 days, providing AIT evidences positive effectiveness every 30 days to reactivate AIT. Trainees will not be considered absent.

**PROFESSIONAL TRUCK DRIVER**

**2009 / 2010 SCHEDULES**

**Weekdays (24 Weeks)**

Weeks 1-18	Monday – Friday	4 Hours per Day	05:30 a.m. – 09:30 a.m. 10:00 a.m. – 02:00 p.m. 02:30 p.m. – 06:30 p.m. 07:00 p.m. – 11:00 p.m.
Weeks 19-24	Externship	Minimum of 240 Hours	

**Weekends (24 Weeks)**

Weeks 1-18	Saturday & Sunday	10 Hours per Day	08:00 a.m. – 06:30 p.m.
Weeks 19-24	Externship	Minimum of 240 Hours	

<u>WEEKDAY START DATES</u>	<u>RESIDENT TRAINING COMPLETE</u>	<u>EXTERNSHIP COMPLETE</u>	<u>WEEKEND START DATES</u>	<u>RESIDENT TRAINING COMPLETE</u>	<u>EXTERNSHIP COMPLETE</u>
8/10/09	12/11/09	1/22/10	8/8/09	12/6/09	1/22/10
8/24/09	12/29/09	2/12/10	8/22/09	12/20/09	2/12/10
9/7/09	1/15/10	2/26/10	9/5/09	1/10/10	2/26/10
9/21/09	1/29/10	3/12/10	9/19/09	1/24/10	3/12/10
10/5/09	2/12/10	3/26/10	10/3/09	2/7/10	3/26/10
10/19/09	2/26/10	4/9/10	10/17/09	2/21/10	4/9/10
11/2/09	3/12/09	4/23/10	10/31/09	3/7/10	4/23/10
11/16/09	3/26/10	5/7/10	11/14/09	3/21/10	5/7/10
11/30/09	4/9/10	5/21/10	11/28/09	4/4/10	5/21/10
12/14/09	4/23/10	6/4/10	12/12/09	4/18/10	6/4/10
1/4/10	5/7/10	6/18/10	1/2/10	5/2/10	6/18/10
1/18/10	5/21/10	7/2/10	1/16/10	5/16/10	7/2/10
2/1/10	6/4/10	7/16/10	1/30/10	5/30/10	7/16/10
2/15/10	6/18/10	7/30/10	2/13/10	6/13/10	7/30/10
3/1/10	7/2/10	8/13/10	2/27/10	6/27/10	8/13/10
3/15/10	7/16/10	8/27/10	3/13/10	7/11/10	8/27/10
3/29/10	7/30/10	9/10/10	3/27/10	7/25/10	9/10/10
4/12/10	8/13/10	9/24/10	4/10/10	8/8/10	9/24/10
4/26/10	8/27/10	10/8/10	4/24/10	8/22/10	10/8/10
5/10/10	9/10/10	10/22/10	5/8/10	9/5/10	10/22/10
5/24/10	9/24/10	11/5/10	5/22/10	9/19/10	11/5/10
6/7/10	10/8/10	11/19/10	6/5/10	10/3/10	11/19/10
6/21/10	10/22/10	12/3/10	6/19/10	10/17/10	12/3/10
7/5/10	11/5/10	12/17/10	7/3/10	10/31/10	12/17/10

**Holidays**

**Thanksgiving: 11/26/09\***

\*This holiday must be made up either the Saturday before or the Saturday after the holiday.

**Christmas:**

Weekday Schedule – 12/24-25/09; Weekend Schedule – 12/26-27/09

**New Years: 12/30/09-1/1/10**



**COMMERCIAL TRUCK DRIVER  
2009 / 2010 SCHEDULES**

<b>Weekdays (10 Weeks)</b>			
Weeks 1-2	Monday – Friday	8 Hours per Day	08:00 a.m. – 04:30 p.m.
Weeks 3-4	Monday – Friday	8 Hours per Day	05:30 a.m. – 02:00 p.m. 10:00 a.m. – 06:30 p.m. 02:30 a.m. – 11:00 p.m.
Weeks 5-10	Externship	Minimum of 240 Hours	
<b>Weekends (14 Weeks)</b>			
Weeks 1-8	Saturday & Sunday	10 Hours per Day	08:00 a.m. – 06:30 p.m.
Weeks 9-14	Externship	Minimum of 240 Hours	

<b>WEEKDAY START DATE</b>	<b>RESIDENT TRAINING COMPLETE</b>	<b>EXTERNSHIP COMPLETE</b>
8/10/09	9/4/09	10/16/09
8/24/09	9/18/09	10/30/09
9/7/09	10/2/09	11/13/09
9/21/09	10/16/09	11/27/09
10/5/09	10/30/09	12/11/09
10/19/09	11/13/09	12/25/09
11/2/09	11/27/09	1/8/10
11/16/09	12/11/09	1/22/10
11/30/09	12/29/09	2/12/10
12/14/09	1/15/10	2/26/10
1/4/10	1/29/10	3/12/10
1/18/10	2/12/10	3/26/10
2/1/10	2/26/10	4/9/10
2/15/10	3/12/10	4/23/10
3/1/10	3/26/10	5/7/10
3/15/10	4/9/10	5/21/10
3/29/10	4/23/10	6/4/10
4/12/10	5/7/10	6/18/10
4/26/10	5/21/10	7/2/10
5/10/10	6/4/10	7/16/10
5/24/10	6/18/10	7/30/10
6/7/10	7/2/10	8/13/10
6/21/10	7/16/10	8/27/10
7/5/10	7/30/10	9/10/10
7/19/10	8/13/10	9/24/10
8/2/10	8/27/10	10/8/10

**Holidays**

**Thanksgiving: 11/26/09\***

\*This holiday must be made up either the Saturday before or the Saturday after the holiday.

**Christmas:**

Weekday Schedule – 12/24-25/09; Weekend Schedule – 12/26-27/09

**New Years: 12/30/09-1/1/10**

**TRUCK DRIVER  
2009 / 2010 SCHEDULES**

<b>Weekdays (4 Weeks)</b>			
Weeks 1-2	Monday – Friday	8 Hours per Day	08:00 a.m. – 04:30 p.m.
Weeks 3-4	Monday – Friday	8 Hours per Day	05:30 a.m. – 02:00 p.m. 10:00 a.m. – 06:30 p.m. 02:30 a.m. – 11:00 p.m.
<b>Weekends (8 Weeks)</b>			
Weeks 1-8	Saturday & Sunday	10 Hours per Day	08:00 a.m. – 06:30 p.m.

<b>WEEKDAY START DATE</b>	<b>RESIDENT TRAINING COMPLETE</b>
8/10/09	9/4/09
8/24/09	9/18/09
9/7/09	10/2/09
9/21/09	10/16/09
10/5/09	10/30/09
10/19/09	11/13/09
11/2/09	11/27/09
11/16/09	12/11/09
11/30/09	12/29/09
12/14/09	1/15/10
1/4/10	1/29/10
1/18/10	2/12/10
2/1/10	2/26/10
2/15/10	3/12/10
3/1/10	3/26/10
3/15/10	4/9/10
3/29/10	4/23/10
4/12/10	5/7/10
4/26/10	5/21/10
5/10/10	6/4/10
5/24/10	6/18/10
6/7/10	7/2/10
6/21/10	7/16/10
7/5/10	7/30/10
7/19/10	8/13/10
8/2/10	8/27/10

**Holidays**

**Thanksgiving: 11/26/09\***

\*This holiday must be made up either the Saturday before or the Saturday after the holiday.

**Christmas:**

Weekday Schedule – 12/24-25/09; Weekend Schedule – 12/26-27/09

**New Years: 12/30/09-1/1/10**

**NOTES:**