

School Catalog

2026 Vol 2



2509 Sunnyside Mabton Rd
Sunnyside, WA 98944
509-831-4837

www.cdlnearme.com

Owners: Jorge Galvan

Administrators: Adriana Luna

Admissions address: 2509 Sunnyside Mabton Rd, Sunnyside, WA 98944

Classroom & Yard: 2509 Sunnyside Mabton Rd, Sunnyside, WA 98944 Instructors
and Summary of Qualifications:

Cristobal Cisneros: Chris has been a CDL instructor for the last 2 years, he has held a CDL Class A for over eight years.

Cecilia Ramirez: Cecilia has been a CDL Instructor for the past 2 years. She has over 5 years experience as a Class A CDL driver, with bus and passenger experience

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board
128 – 10th Avenue Southwest
Olympia, Washington 98501
360-709-4600 workforce@wtb.wa.gov

Joint Jurisdiction: Washington State Department of Licensing

Accreditation/Registry: Sunnyside CDL School is not accredited and does not participate in Federal Financial Aid but does offer payment plans

Sunnyside CDL School
2509 Sunnyside Mabton Rd
Sunnyside, WA 98944
509-831-4837
www.cdlnearme.com
sunnysidecdlschool@gmail.com

Mission Statement

Sunnyside CDL School is committed to every single student that signs up; we will provide the professional instructions necessary for each student to succeed once they get their CDL. We will go above and beyond traditional CDL Schools. The skills they will develop and learn will be essential to becoming competitive, productive and a safe commercial driver.

Facilities name And Address

Sunnyside CDL School, llc
2509 Sunnyside Mabton Rd
Sunnyside, WA 9894

Our primary administrative and admissions office is located at 2509 Sunnyside Mabton Rd, Sunnyside, WA 98944. Students are encouraged to visit this location for inquiries or to register for classes.

Our practical training facility is also situated at 2509 Sunnyside Mabton Rd, Sunnyside, WA 98944. This site features a dedicated classroom that accommodates up to 10 students per session, ensuring a personalized and focused learning environment. The training yard is well-equipped for hands-on learning, featuring two sets of state-regulated backing lanes and an alley dock, designed to provide comprehensive range training experiences for our students.

Equipment

At Sunnyside CDL School, we equip our students with modern, well-maintained vehicles to ensure their training reflects the current standards of the commercial trucking industry. Our fleet includes Peterbilt conventional tractors with sleepers, providing a realistic driving experience. We have two trucks and trailers designated for backing exercises and public road training, ensuring comprehensive hands-on learning. Additionally, we maintain 2 trucks at our yard for dedicated practice in gear shifting and maneuvering. For those pursuing a bus and passenger endorsement, training is conducted using a late-model, 35-foot Bluebird school bus. This diverse range of equipment allows students to gain practical experience in various aspects of commercial driving.

Ownership

Sunnyside CDL School is a Washington State LLC company. Sunnyside CDL School is solely owned by Jorge Galvan. Jorge Galvan has been in the trucking industry since 2005.

Objective

At Sunnyside CDL School, our primary goal is to equip each student with the skills and knowledge necessary to succeed in the commercial driving industry. Our instructors, who are experienced CDL drivers themselves, provide tailored training focused on safety and profitability. This hands-on approach ensures that students are thoroughly prepared for their future careers as CDL professionals.

Licensing

Sunnyside CDL School is licensed in Washington State by the Washington State Workforce Training and Education Coordinating Board under RCW 28c.10. Inquiries or complaints regarding this or any other private vocational school may be made to:

Workforce Training and Education Coordinating Board
128 – 10th Avenue Southwest
Olympia, Washington 98501
360-709-4600 workforce@wtb.wa.gov

FINANCING

In circumstances where a student may qualify for financial aid, Sunnyside CDL School will have community resource information available and will refer students to these resources for consideration. Sunnyside CDL School is not accredited and does not participate in Federal Financial Aid.

We do offer payment plans at 0% interest, with \$1000 down payment the remaining balance would need to be paid off before we can schedule their skills test.

Grant Opportunities

At Sunnyside CDL School, we are committed to making education accessible and affordable for all of our students. We actively pursue grant opportunities that can help reduce the financial burden of training. Our school participates in various federal, state, and private grant programs designed to support vocational training. These grants may cover a significant portion of tuition costs, making it easier for students to pursue their career goals in commercial driving.

We encourage all prospective and current students to inquire about available grant opportunities during their application process or at any point during their enrollment. Our administrative staff is here to assist with the application process and provide detailed information on how these grants can be used to fund your education.

ADMISSIONS REQUIREMENTS

Prospective students interested in enrolling at Sunnyside CDL School must first complete an Application for Enrollment and schedule a personal meeting with our Admissions Officer. To qualify for training, applicants are required to meet the following criteria:

- Language Proficiency: Must be able to speak and comprehend English.
- Educational Requirements: Provide a copy of a High School Diploma, GED, or pass a basic reading and math assessment conducted at our facility. A Form DD-214 demonstrating high school graduation or equivalency is also acceptable.
- Health and Safety Standards: Pass a U.S. Department of Transportation (DOT) physical examination and a controlled substance drug test.
- Driving History: Provide a current driving record abstract from the Department of Licensing for the past three years.
- Valid Documentation: Possess a current and valid Washington State Driver's License and provide a Social Security Card valid for employment purposes or a current Work Authorization Card.

Non-Discrimination Statement:

At Sunnyside CDL School, we are committed to fostering an inclusive and accessible educational environment that upholds the dignity and rights of all individuals. We affirm our steadfast commitment to non-discrimination and equal opportunity in all aspects of our academic and training programs.

Sunnyside CDL School does not discriminate against students, potential students, or any individual seeking employment or access to our programs and activities, on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability. Furthermore, we fully support the rights of individuals who use trained guide dogs or service animals due to a disability.

Our policies and practices are designed to ensure that all students have equal access to the resources and opportunities available at our institution. We are dedicated to maintaining a community that recognizes and values the inherent worth and dignity of every person, fostering an environment that respects diverse traditions, heritages, and experiences.

Conditions for Possible Disqualification:

Applicants may be disqualified for admission based on factors that could hinder employability in the commercial truck driving industry, such as a driving record with excessive violations, drug or alcohol offenses, reckless or negligent driving citations within the past three years, certain felony or misdemeanor convictions, or a history of substance abuse or certain mental disorders.

Age Requirements:

Applicants must be at least 18 years old, as per state law for obtaining a commercial driver's license. Please note that federal regulations require interstate truck drivers to be at least 21 years old; therefore, those under 21 will be limited to intrastate driving within Washington.

ABILITY TO BENEFIT POLICY

Students who do not possess a high school diploma or GED are required to complete an ability-to-benefit test at the time of admission. To qualify for registration, students must achieve a score of 80% or higher on the test. If a student does not meet this score, they may retake the test after three days.

Sunnyside CDL School will work within the recommended guidelines of the Workforce Training and Education Coordinating Board of the State of Washington to develop methods to assess the basic skills and relevant aptitude of each potential student. The school will measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g. prior work and health history, English language proficiency, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity color perception, lifting and weight bearing capabilities, and manual dexterity. This assessment will be designed to determine that a potential student has the basic skills and aptitude necessary to complete and benefit from the program in which the student plans to enroll. Any method of assessment utilized by Sunnyside CDL School will be reported to the Workforce Agency. Assessment records shall be maintained permanently in the student's file and maintained on the premises of Sunnyside CDL School.

STUDENT STANDARDS OF CONDUCT

In order to provide a safe environment which will promote learning, the student standards of conduct have been established. These standards are provided in written form to each student on the first day of class. The student will read the standards and sign for receipt and acceptance. A copy will be immediately placed in the student's permanent file to be maintained onsite. Participation in any of the activities listed below may be grounds for immediate termination:

- Gambling
- Being under the influence of drugs or alcohol
- Any activity considered to be in breach of current local and federal laws.
- Unauthorized use of equipment of any type
- Smoking in unapproved areas
- Theft
- Committing a violent act, or threatening violence against any student, staff member, or anyone on school grounds or equipment
- Sexual harassment of any person
- Possession of a firearm or other weapons on school grounds or equipment
- Fraternizing with any staff member, including instructors, during the course of instruction, or during the admissions process
- Derogatory or discriminatory actions, remarks, or written communications toward any student, staff member, or anyone on school grounds or equipment

- Nothing in the policy prevents the student from contacting the Workforce Board at 360-7094600 at any time with a concern or complaint.

ATTENDANCE

During training at Sunnyside CDL School, each student should strive for 100% attendance since missing even one day of class can have a negative impact on the final grades. Students are expected to attend 40 hours per week to be considered full-time. Prospective employers are interested in the attendance of their potential student drivers. Therefore, attendance is of the utmost importance for you to maintain while attending school.

Tardiness: If a student knows they will be late for class, they must call to notify the school. If a student is late four times to class, it will be considered one absence. Missed hours will need to be made up prior to graduation.

Absences: Each student must complete the full 160-hour program to graduate.

There are no allowances for absenteeism. The only excused absence is in the event of an emergency. The hours missed must be made up at the school's convenience or at a mutually agreed upon time between the student and school officials. Satisfactory progress must be maintained to attain a passing grade point of 3.0 or better. If progress is unsatisfactory, the student may be dropped from the program. Students can make up days on a case-by-case basis.

Policy for Readmission: Students who drop out of the course or those who are terminated from the course may be offered the opportunity for readmission subject to evaluation by the school administrator/owner who will make the final decision on the terms for readmission or whether readmission will be allowed.

Religious Accommodation: Sunnyside CDL School, llc will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates; and releasing a graduate assistant from teaching or research responsibilities on a given day.

Grievance Procedures

Students are encouraged to address any grievances initially with the School Director. The school's Owners, Instructors, and Administrative Staff are committed to resolving grievances promptly and satisfactorily. If a resolution is not reached at the school level, students may escalate their concerns to the Workforce Training and Education Coordinating Board for further review:

Workforce Training and Education Coordinating Board

128 - 10th Ave SW PO

Box 43105

Olympia, WA 98504-3105 Phone:

(360) 753-5662

Website: www.wtb.wa.gov

Email: wtecb@wtb.wa.gov

Students are assured that all grievances will be handled professionally and confidentially.

Withdrawing from School

Students must prepare a written notification and submit it to the school director. This document must contain the student's name, address, and date. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance.

Conditions for Dismissal

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies, and code of conduct.
2. Missing more than 20 percent of instruction time
3. Not maintaining the minimum grade point average
4. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate lending institution if the student has a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

Re-entry Policy

Students dismissed from the school who request re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns, it may be possible to re-enter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct, the student may have to meet with the director before re-entering the school. The decision of the director is final and the student will receive a letter within five business days stating the decision.

Credit for Previous Training

Sunnyside CDL School is committed to helping students reach their educational goals as quickly as possible. However, technology changes rapidly and what was learned in an earlier program may no longer be applicable. To ensure that our students graduate with the skills necessary to achieve success in the workplace we will give recognition for previous training only after the student has taken and passed a program proficiency test. Students wishing to receive recognition for previous training must show proof of previous training.

CANCELLATION AND REFUND POLICY FOR NON-VA STUDENTS

(Compliance with WAC 490-105-130)

Please note the refund policy can differ if you offer distance education or hybrid programs.

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% but less than 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
 - a. When the school receives notice of the student's intention to discontinue the training program;
 - b. When the student is terminated for a violation of a published school policy which provides for termination; or,
 - c. When a student, without notice, fails to attend classes for 30 calendar days.
6. All refunds must be paid within 30 calendar days of the student's official termination date.

CANCELLATION AND REFUND POLICY FOR VA STUDENTS

Sunnyside CDL School agrees that if a veteran student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded or the debt for such tuition, fees, and other charges will be canceled on a prorated basis, as follows:

1. Registration Fee An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.

2. Breakage Fee Where the school has a breakage fee, it may provide for the retention of only the exact amount of breakage, with the remaining part, if any, to be refunded.

3. Consumable Instruction Supplies Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.

4. Books, Supplies, and Equipment

a. The school will make a refund in full for the amount of the charge for unissued books, supplies, and equipment when:

- The school furnishes the books, supplies, and equipment,
- The school includes their costs in the total charge payable to the school for the course,
- The veteran or eligible person withdraws or is discontinued before completing the course.

b. The veterans or eligible person may dispose of issued items at his or her discretion even if they were included in the total charge payable to the school for the course.

5. Tuition and Other Charges Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this subparagraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proportion will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

6. Prompt Refund In the event that the veteran, spouse, surviving spouse, or child fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees, and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 30 days after such a change shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph.

Student Records & Transcripts

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, whether voluntary or involuntary, educational records or transcripts will be forwarded to the Workforce Training and Education Coordinating Board. Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing the school. Student records are available for review by the student at any time.

Job Placement Assistance

Sunnyside CDL School offers placement assistance to students who request it. While we cannot guarantee employment, our directors leverage their extensive experience in the trucking industry to provide you with various job options. This support aims to help you explore potential opportunities in the field after completion of your training.

Licensure: This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board
128 - 10th Ave SW
PO Box 43105
Olympia, WA 98504-3105
(360) 753-5662
www.wtb.wa.gov
wtecb@wtb.wa.gov

GRADING SYSTEM

The system for grading at Sunnyside CDL School will be the standard 4.0 grading scale (see conversion table below). In order to graduate, a student must score above 75% overall in the classroom, lab, and field.

The minimum passing score in the classroom is 75%. The minimum passing score in the field is 3.0.

Conversion Table

4.0	=	100%	=	A+
3.9	=	98%	=	A
3.8	=	95%	=	A -
3.7	=	93%	=	B+
3.6	=	90%	=	B
3.5	=	88%	=	B -
3.4	=	85%	=	C+
3.3	=	83%	=	C
3.2	=	80%	=	C -
3.1	=	78%	=	D
3.0	=	75%	=	D -
		Below 75%		Fail

Selected programs of study at Sunnyside CDL School are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Student to Instructor ratio

Classroom Hours:	10 to 1 ratio
Behind the Wheel (BTW)	3 to 1 ratio, only the student driving will get credit towards their driving, the 2 other students will get credit towards their Lab/Observation time.

Class A CDL (160 hours)

Sunnyside CDL School will limit the size of each class to 10 students. The maximum student-to-teacher ratio will be 10 students to 1 instructor in a classroom setting.

Classroom hours will help students prepare for their written test at the Department of Licensing so they can get their CDL Permit.

- General Knowledge
- Combination Vehicles
- Double and Triple Trailers
- Air Brakes
- Logbook
- Accident Procedures
- Air Supply System
- Backing
- Basic Vehicle Control
- Cargo Documentation
- Cargo Handling □ Communication
- Coupling and Uncoupling (5th wheel/pintle hook)
- Emergency Procedures, Skid Control & Crash Avoidance
- Extreme Driving Conditions
- FMCSR, MCSAP
- Hazard Recognition
- HAZMAT Cargo Handling and Documentation
- Hours of Service (drivers should log all training time)
- Map Reading □ Mirror Usage
- Night Operation
- Personal Health and Safety
- Preventative Maintenance, D&R Problems
- Proficiency in Backing
- Public, Customer & Employer Relations
- Shifting
- Sliding 5th Wheels/Tandems
- Space Management
- Speed Management
- Trip Planning
- Vehicle Control Systems

- Vehicle Inspection
- Visual Search

ELDT Requirements

The following are subjects' students will be learning during their 1st and 2nd week of school, this satisfies the ELDT requirements which FMCSA implemented in February 7th 2022. Students will use their phones or tablets to help them navigate with their studies, they will have to pass with an 80% or better to complete. This is a major requirement that needs to be complete before a student can be scheduled for their skills test. A more detail break down of each subject can be found at the end of this catalog under Curriculum.

- Basic Operation
- Orientation
- Control Systems/Dashboard
- Basic Control
- Shifting/Operating Transmissions
- Backing and Docking
- Safe Operating Procedures
- Visual Search
- Distracted Driving
- Speed Management
- Space Management
- Night Operation
- Extreme Driving Conditions
- Advanced Operating Practices
- Hazard Perception
- Skid Control/Recovery, Jackknifing, and Other Emergencies
- Railroad-Highway Grade Crossings
- Pre- and Post-Trip Inspections
- Coupling and Uncoupling
- Vehicle Systems and Reporting Malfunctions
- Identification and Diagnosis of Malfunctions
- Roadside Inspections
- Maintenance
- Non-Driving Activities
- Handling and Documenting Cargo
- Environmental Compliance Issues
- Hours of Service Requirements
- Fatigue and Wellness Awareness
- Post-Crash Procedures
- External Communications
- Whistleblower/Coercion
- Communication
- Proficiency in Road Operations
- Shifting
- Space Management
- Speed Management

- Proficiency in Road Operations
- Shifting
- Space Management
- Speed Management
- Visual Search

Lab, Range, and Observation 70-hours

This portion ratio is 3 to 1. The student driving is the only person getting credit for BTW, the other 2 students those hours count towards Lab/Observation time.

The following material will be discussed and learned:

- Accident Procedures
- Air Supply System
- Backing
- Basic Vehicle Control
- Cargo Documentation
- Cargo Handling
- Coupling and Uncoupling (5th wheel/pintle hook)
- Extreme Driving Conditions
- FMCSR, MCSAP
- Mirror Usage
- Preventative Maintenance, D&R Problems
- Proficiency in Backing
- Shifting
- Sliding 5th Wheels/Tandems
- Vehicle Control Systems
- Vehicle Inspection

Backing-16, Proficiency-16 hrs, and Street-18 hrs

Behind the Wheel (BTW) portion ratio is 3 to 1. The student driving is the only person getting credit for BTW, the other 2 students those hours count towards Lab/Observation time.

The following material will be discussed and learned:

- Backing□
- Basic Vehicle Control□
- Extreme Driving Conditions□
- Hazard Recognition□
- Mirror Usage□
- Night Operation□
- On-Road Observation Time (3 to 1 ratio)□
- Proficiency in Backing□
- Proficiency in Road Operations□
- Shifting□

- Space Management ☐
- Speed Management ☐
- Visual Search ☐

During the final week of training, the students will be scheduled for a Skills Test with a State Examiner or Third-Party Tester. Once the Skills Test is passed, the student will obtain their new license from the Department of Licensing and be a licensed commercial truck driver. Students are required to finish the course in order to graduate and receive their Diploma and the Certificate of Attendance required by the State of Washington. Students who do not complete the course will receive a certificate showing the hours they did complete of the mandatory 160 hours. (Interstate trucking companies, by policy, hire only driver trainees who have completed 160 hours of a commercial driving course and received a diploma).

Class B CDL (80 hours)

Sunnyside CDL School is committed to providing outstanding opportunities for people wanting to start or advance their careers through superior local and long-haul training programs. We provide the professional instruction necessary for our students to become familiar and proficient in the safe operation of a Class B truck.

After successfully completing the 80-hour class 'B' program, participants will receive a Certificate of Completion. Participants must demonstrate competent vehicle operations including pre and post trip vehicle inspections. These operations and procedures will include:

Classroom size of 10 students per instructor:

The classroom instruction prepares students for their written tests at the Department of Licensing to include: ☐ CDL General Knowledge

- Airbrakes
- Tank Vehicles

Other material covered in the classroom includes:

- Accident Procedures ☐ Night Operation
- Air Supply System ☐ Personal Health and
- Backing Safety; Fatigue
- Basic Vehicle Control Awareness
- Cargo Documentation and Handling ☐ Preventative
- Communication Maintenance, D&R
- Emergency Procedures, Skid Control & Crash Avoidance Problems
- Extreme Driving Conditions ☐ Public, Customer &
- FMCSR, MCSAP Employer Relations
- Hazard Recognition ☐ Shifting
- Hours of Service (drivers should log all training time) ☐ Space Management
- Map Reading ☐ Speed Management
- Mirror Usage ☐ Trip Planning
- Distracted Driving ☐ Vehicle Control Systems
- External Communications ☐ Vehicle Inspection
- Whistleblower Program ☐ Visual Search
- Drugs/Alcohol Use

Lab, Range, Observation-10 Hours

- Air Supply System ☐ Vehicle Control Systems
- Proficiency in Backing ☐ Vehicle Inspection

Street-14 Hrs, Backing-8 Hrs, Proficiency-8Hrs

- Backing and Docking
- Basic Vehicle Control
- Extreme Driving Conditions
- Hazard Recognition
- Mirror Usage
- On-Road Observation Time
- Night Operation
- Railroad Crossings
- Roadside Inspections
- Environmental Compliance
- Proficiency in Backing (Straight, Alley Dock, Off-Set,)
- Proficiency in Road Operations
- Shifting/Operating Transmissions
- Space Management
- Speed Management
- Visual Search

During the final week of training, the students will be scheduled for a Skills Test with a State Examiner or Third-Party Tester. Once the Skills Test is passed, the student will obtain their new license from the Department of Licensing and be a licensed commercial truck driver. Students are required to finish the course in order to graduate and receive their Diploma and the Certificate of Attendance required by the State of Washington. Students who do not complete the course will receive a certificate showing the hours they did complete of the mandatory 160 hours. (Interstate trucking companies, by policy, hire only driver trainees who have completed 160 hours of a commercial driving course and received a diploma).

Passenger / School Bus Endorsements (30 hours)

Sunnyside CDL School offers training for the Passenger and School Bus Endorsements for those who want to become commercial bus drivers and have already obtained a Class 'A' or 'B' CDL. The course includes 30 hours of training focused on the driving, backing and vehicle safety inspection. The CDL Road Skills Test will be scheduled on-site with the State Examiner following the training.

Upon successful completion of the course, participants will receive a Certificate of Completion. After passing the skills test, the student is eligible to present the CDL Road Skills Test to the Department of Licensing so that he PS Endorsements can be added to their commercial driver's license.

The Passenger(P)Endorsement authorizes driving all passenger vehicles other than school buses.

The school Bus(S)Endorsement is required for drivers who operate school buses to transport students to or from school and for school sponsored events. A passenger endorsement is also required for a school bus endorsement to be valid.

Admission Requirements:

- Possess a current CDL Class 'A' or Class 'B'
- Possess a current medical card
- Have passed the Air Brakes and Passenger and School Bus written tests at the Department of Licensing

Classroom-20 Hours

Ratio 10 to 1

The classroom instruction prepares students for their written tests at the Department of Licensing to include: ☐

Passenger Vehicles

- School Bus

Other material covered in the classroom includes:

- | | |
|--|--|
| • Accident Procedures | • Mirror Usage |
| • Air Supply System | • Night Operation |
| • Backing | • Personal Health and Safety |
| • Basic Vehicle Control | • Preventative Maintenance, D&R Problems |
| • Cargo Documentation | • Shifting |
| • Cargo Handling | • Space Management |
| • Communication | • Speed Management |
| • Emergency Procedures, Skid Control, Crash Avoidance | • Transporting Passengers/Students |
| • Extreme Driving Conditions | • Trip/Route Planning |
| • FMCSR, MCSAP | • Vehicle Control Systems |
| • Hazard Recognition | • Vehicle Inspection |
| • HAZMAT Cargo Handling and Documentation ☐ | • Visual Search |
| • Map Reading | |

Proficiency in Driving and Backing skills-10 Hrs

- Backing
- Basic Vehicle Control
- Extreme Driving Conditions
- Hazard Recognition
- Mirror Usage
- On-Road Observation Time (1 to 1 ratio)
- Passenger Safety
- Proficiency in Backing
- Proficiency in Road Operations
- Space Management
- Speed Management
- Transporting Passengers/Students
- Visual Search

Upgrade Class B to Class A CDL (80 hours)

Sunnyside CDL School is committed to providing outstanding opportunities for people wanting to start or advance their careers through superior local and long-haul training programs. We provide the professional instruction necessary for our students to become familiar and proficient in the safe operation of a Class A truck.

After successfully completing the 80-hour class 'upgrade' program, participants will receive a Certificate of Completion. Participants must demonstrate competent vehicle operations including pre and post trip vehicle inspections. These operations and procedures will include:

Classroom size of 10 students per instructor:

The classroom instruction prepares students for their written tests at the Department of Licensing to include: ☐ CDL General Knowledge

- Airbrakes
- Tank Vehicles
- Combinations Vehicles

Other material covered in the classroom includes:

- Accident Procedures ☐ Night Operation
- Air Supply System ☐ Personal Health and
- Backing Safety; Fatigue
- Basic Vehicle Control Awareness
- Cargo Documentation and Handling ☐ Preventative
- Communication Maintenance, D&R
- Emergency Procedures, Skid Control & Crash Avoidance Problems
- Extreme Driving Conditions ☐ Public, Customer &
- FMCSR, MCSAP Employer Relations
- Hazard Recognition ☐ Shifting
- Hours of Service (drivers should log all training time) ☐ Space Management
- Map Reading ☐ Speed Management
- Mirror Usage ☐ Trip Planning
- Distracted Driving ☐ Vehicle Control Systems
- External Communications ☐ Vehicle Inspection
- Whistleblower Program ☐ Visual Search
- Drugs/Alcohol Use

Lab, Range, Observation-10 Hours

- Air Supply System ☐ Vehicle Control Systems
- Proficiency in Backing ☐ Vehicle Inspection

Street-14 Hrs, Backing-8 Hrs, Proficiency-8Hrs

- Backing and Docking
- Basic Vehicle Control
- Extreme Driving Conditions
- Hazard Recognition
- Mirror Usage
- On-Road Observation Time
- Night Operation
- Railroad Crossings
- Roadside Inspections
- Environmental Compliance
- Proficiency in Backing (Straight, Alley Dock, Off-Set,)
- Proficiency in Road Operations
- Shifting/Operating Transmissions
- Space Management
- Speed Management
- Visual Search

During the final week of training, the students will be scheduled for a Skills Test with a State Examiner or Third-Party Tester. Once the Skills Test is passed, the student will obtain their new license from the Department of Licensing and be a licensed commercial truck driver. Students are required to finish the course in order to graduate and receive their Diploma and the Certificate of Attendance required by the State of Washington. Students who do not complete the course will receive a certificate showing the hours they did complete of the mandatory 160 hours. (Interstate trucking companies, by policy, hire only driver trainees who have completed 160 hours of a commercial driving course and received a diploma).

CDL Refresher Course (7 hours)

The CDL Refresher Course is a 7-hour training program designed for current CDL holders who need to rebuild safe operating habits, refresh federal safety responsibilities, and demonstrate practical readiness in a commercial motor vehicle. This course is intended for returning drivers, drivers preparing for employer road tests, and employer-referred drivers who need additional skills review before returning to driving duties.

This course includes classroom review, range inspection and vehicle-control practice, backing exercises, and supervised road driving. The instructor evaluates the student's ability to operate safely, follow school safety policies, respond to coaching, and demonstrate readiness for employer evaluation or additional training.

This course is a refresher course for current CDL holders. It is not represented as Entry-Level Driver Training (ELDT).

Course Length

Total course length: 7 hours

Classroom review: 2 hours

Range exercises: 2 hours

Backing and supervised road driving: 3 hours

Admission Requirements

Applicants must provide the following before training begins:

- Valid Commercial Driver License
- Valid Medical Examiner's Certificate, if applicable
- Any employer referral, road-test concern, or training request information, if applicable

Sunnyside CDL School may decline or stop training if a student does not meet licensing, medical, safety, or school policy requirements.

Course Objectives

Upon completion of the course, the student should be able to:

- Perform a systematic pre-trip inspection, including in-cab and air brake checks.
- Identify key driver responsibilities related to hours-of-service awareness, ELD use, DVIR habits, drug and alcohol requirements, and medical qualification.
- Demonstrate safe setup, observation, and control during backing maneuvers.
- Operate a commercial vehicle in traffic using defensive driving principles, mirror management, speed control, and space management.
- Demonstrate sufficient confidence and consistency for the instructor to document readiness or recommend additional training.

Course Content

Module 1: Classroom Review - 2 Hours

The classroom portion refreshes federal safety responsibilities and aligns the student with the practical skills the instructor will observe during the range and road portions. Topics may include driver responsibility and qualification awareness, hours-of-service and fatigue-risk awareness, electronic logging device awareness, vehicle inspection and DVIR habits, drug, alcohol, and medical qualification responsibilities, defensive driving principles, railroad crossing awareness, course safety expectations, instructor commands, and stop-signal procedures.

Module 2: Range Exercises - 2 Hours

The range portion confirms that the student can inspect the vehicle, set up the cab safely, and control the vehicle in a closed or controlled area before entering traffic. Exercises may include pre-trip inspection, in-cab inspection, air brake check as applicable to the vehicle, seat, mirror, control, and gauge familiarization, low-speed controlled movement, basic load/cargo awareness discussion, safety stop procedures, and instructor coaching.

Module 3: Backing and Road Driving - 3 Hours

The backing and road portion allows the instructor to observe whether the student can control the vehicle while backing and driving in traffic with safe spacing, mirror management, speed control, and sound judgment. Skills may include straight-line backing, offset backing, alley dock if applicable, GOAL procedures, spotter awareness if used, left and right turns, lane control, mirror usage, speed and space management, intersections and railroad crossings, merging and lane changes, defensive driving, and manual shifting if applicable.

Evaluation and Completion Standards

Completion is based on attendance, safe participation, and instructor evaluation. The student must attend the full 7 hours of instruction, follow all Sunnyside CDL School safety policies and instructor directions, demonstrate safe operation of the commercial vehicle during range and road activities, complete required practical exercises unless the instructor stops the activity for safety reasons, and receive an instructor evaluation documenting pass/needs-improvement ratings and an overall recommendation.

The instructor evaluation documents observed performance, not merely attendance. A student may complete all seven hours and still be marked as needing additional training if safety-critical performance is inconsistent. Evaluation results may include Ready for Employment, Additional Training Recommended, and Pass / Needs Improvement ratings by skill area.

Certificate and Employer Documentation

Students who successfully complete the course may receive a CDL Refresher Course Certificate of Completion. The certificate may identify the student name, date of completion, total training hours, classroom hours, range hours, behind-the-wheel hours, instructor name and signature, and Sunnyside CDL School authorization.

Sunnyside CDL School may also issue a Driver Skills Evaluation for employer or student records. This evaluation documents the student's observed performance and any areas where additional training is recommended.

Safety Policy

Safety overrides completion of any maneuver or exercise. If a student ignores a stop command, repeatedly loses situational awareness, creates an unsafe condition, or otherwise fails to follow instructor direction, Sunnyside CDL School may pause or terminate the exercise and document the reason. Additional training may be recommended before the student returns to employer testing or unsupervised commercial vehicle operation.

Hazmat Endorsement Course

The Hazmat Endorsement Course prepares CDL drivers to meet Entry-Level Driver Training (ELDT) theory requirements for the Hazardous Materials endorsement. The course provides classroom-based instruction on the safe transportation of hazardous materials, including hazard communication, placards and labels, shipping papers, emergency response awareness, security awareness, loading and unloading responsibilities, and driver responsibilities under federal safety regulations.

This course is intended for CDL holders or CDL permit holders seeking to add a Hazmat endorsement. Students review required Hazmat safety topics and must demonstrate understanding of the course material before completion documentation is issued. Completion of this course does not replace any Department of Licensing knowledge test, Transportation Security Administration security threat assessment, fingerprinting, or other state or federal endorsement requirements.

Course Length and Format

The Hazmat Endorsement Course is a 16-hour classroom theory course delivered over two training days. Instruction is classroom-based and focuses on the knowledge required for hazardous materials transportation safety and Hazmat endorsement preparation.

Course Objectives

Upon completion of the course, the student should be able to identify hazardous materials and hazard classes, use the Hazardous Materials Table, interpret proper shipping descriptions and shipping papers, recognize marking, labeling, and placarding requirements, locate emergency response information, and explain safe loading, unloading, routing, parking, security, and incident-reporting responsibilities.

Day 1 Topics - 8 Hours

Day 1 introduces the purpose of hazardous materials regulations and the driver's role in protecting people, property, and the environment. Topics include federal training requirements, Washington State endorsement preparation, hazard classes, the Hazardous Materials Table, proper shipping names, UN and NA identification numbers, packing groups, shipping descriptions, shipping papers, emergency contact information, package marking, labeling, placarding, and use of the Emergency Response Guidebook.

Day 2 Topics - 8 Hours

Day 2 focuses on applying hazardous materials safety requirements in transportation operations. Topics include loading and unloading responsibilities, cargo securement, segregation and compatibility, food and poison restrictions, smoking restrictions, bulk packaging, cargo tanks, emergency control features, shut-off and shut-down equipment, liquid surge, center of gravity, rollover prevention, tire checks, fueling procedures, railroad crossing procedures, tunnel restrictions, route planning, parking requirements, safe havens, hazardous materials safety permits, security awareness, suspicious activity recognition, and incident response and reporting.

Student Performance and Completion

Students are expected to attend the full course, participate in classroom discussion, complete assigned review activities, and demonstrate understanding of hazardous materials transportation safety. The instructor may use oral review, written activities, scenario-based discussion, and a final review or examination to confirm that the student understands the required Hazmat theory topics.

Certificate and ELDT Documentation

Upon successful completion, Sunnyside CDL School may issue a Hazmat Endorsement Course Certificate of Completion and maintain completion records for school and student documentation. When applicable, completion information may be used to support ELDT theory completion reporting for the Hazardous Materials endorsement.

Important Student Notice

Completion of this course does not automatically add the Hazmat endorsement to a commercial driver license. Students are responsible for completing all Department of Licensing requirements, passing the required Hazmat knowledge examination, completing the Transportation Security Administration security threat assessment and fingerprinting process, and meeting any additional state or federal requirements before the endorsement may be issued.

Standards of Progress Required

A grade falling below 75% is considered failing and unsatisfactory. If a student is not maintaining a satisfactory grade level, counseling from Sunnyside CDL School staff will follow to determine what solutions may be applied to improve the student's progress. A two-day probationary period will be allowed to assess the student's progress. If, after this probationary period, the student's grades do not improve to a satisfactory level, dismissal from the Sunnyside CDL School program will be necessary.

Readmission to the Sunnyside CDL School program by a student who failed to progress satisfactorily will be determined by the school Director and/or Owners, after a thorough review of the student's record, and input from the faculty and other Administrative Staff Members. Please refer to grading system on page 9 of the catalog.

Cost of Driving Course

Class A	\$5000
Class B	\$2500
Upgrade B to A	\$2500
Passenger and Bus Endorsement	\$700
Refresher Course	\$400
Hazmat Course	\$500

Each course carries a \$100 non-refundable registration fee. (does NOT apply to VA students)

VA STUDENTS – Are eligible for a \$500 discount when enrolled to Class A

\$100 discount for the other programs

Additional cost not included, but are the student's responsibility include:

DOT Physical Exam	\$110
Drug Screening	\$70
Driving record from DOL	\$13
Permit	\$40
DOL Written test.	\$35
Skills Test	\$255 Bus
Skills Test	\$100
ELDT	\$25

These prices are subject to change without notice, Sunnyside CDL School does not control these prices.

Hours of Operation

Our admissions office will be open 7am to 4pm Monday through Friday, with the exception of holidays listed below.

The following holidays will be observed and classes will not be held. (List the holidays you will observe, such as New Year's Day, Martin Luther King Day, Independence Day, Memorial Day, Labor Day, Thanksgiving, Christmas, and so on.) Holidays are not counted as part of the contracted time schedule.

Our school and yard location are open 7 days a week, 9am to 5pm

New classes will start the first and third Monday of every month.

Student Dress Code

All students are expected to be clean, well-groomed, and appropriately attired. Clothing should be comfortable and durable. Because students work closely with equipment, clothing should also be somewhat protective and washable. An example would be coveralls. Shoes should be comfortable and protective.

The following will not be permitted for reasons of safety:

- Very loose fitting, baggy clothing
- Long shirt tails worn un-tucked
- Shorts
- Halter tops
- Shirts exposing the midriff
- Sandals, High Heels
- Dresses, Skirts, Kilts
- Loose jewelry, dangling earrings
- No bare chests or bare feet
- Long hair will be worn pulled back or secured in a hair net

Educational Credential Awarded Upon Completion

Upon successful completion of the Commercial Driver's License (CDL) training program at Sunnyside CDL School, graduates are awarded a Certificate of Completion. This certificate is recognized by the state and industry and signifies that the holder has met all program requirements and possesses the necessary skills and knowledge to operate commercial vehicles safely and effectively.

Graduates are also fully prepared to take the state CDL examination. Passing this exam is required to obtain a commercial driver's license, which is essential for employment in the trucking and transportation industry. Our program is designed to ensure that all graduates are ready to enter the workforce as skilled, responsible commercial drivers, contributing to their personal career success and to the safety and efficiency of the transportation industry.

Recruiting

Sunnyside CDL School does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

Sunnyside CDL School adheres to the Family Educational Rights and Privacy Act (FERPA) by ensuring the confidentiality of student records. According to their policy:

- Maintenance of Records: The school maintains student records for 50 years or until the school closes.
- Transfer of Records: In case of school closure, whether voluntary or involuntary, educational records or transcripts will be forwarded to the Workforce Training and Education Coordinating Board.
- Access to Records: Upon graduation, each student is provided a copy of their transcript.

Prior related education and/or military experience of veteran students will be reviewed on a case-by-case individual basis and appropriate credit awarded.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the students enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Sunnyside CDL School, llc agrees that if a veteran student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded or the debt for such tuition, fees, and other charges will be canceled on a prorated basis, as follows:

1. Registration Fee An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.
2. Breakage Fee Where the school has a breakage fee, it may provide for the retention of only the exact amount of breakage, with the remaining part, if any, to be refunded.
3. Consumable Instruction Supplies Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.
4. Books, Supplies, and Equipment a. The school will make a refund in full for the amount of the charge for unissued books, supplies, and equipment when:
 - The school furnishes the books, supplies, and equipment,
 - The school includes their costs in the total charge payable to the school for the course,
 - The veteran or eligible person withdraws or is discontinued before completing the course.

b. The veterans or eligible person may dispose of issued items at his or her discretion even if they were included in the total charge payable to the school for the course.

5. Tuition and Other Charges Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this subparagraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

6. Prompt Refund In the event that the veteran, spouse, surviving spouse, or child fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees, and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 30 days after such a change shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph.

Prior related education and/or military experience of veteran students will be reviewed on a case-by-case individual basis and appropriate credit awarded.

Class A and B CDL Training Calendar

Start Dates

June 6, 2026
June 9, 2026
June 20, 2026
June 23, 2026
July 7, 2026
July 18, 2026
July 21, 2026
Aug 1, 2026
Aug 4, 2026
Aug 15, 2026
Aug 18, 2026
Aug 29, 2026
Sept 15, 2026
Sept 26, 2026
Sept 29, 2026
Oct 10, 2026
Oct 12, 2026
Oct 24, 2026
Oct 27, 2026
Nov 7, 2026
Nov 10, 2026
Nov 21, 2026
Nov 24, 2026
Dec 5, 2026
Dec 8, 2026
Dec 19, 2026
Dec 22, 2026
Jan 2, 2027

Bus & Passenger Endorsements
CDL Training Program Calendar - Sunnyside CDL School

Students wanting to get their Bus and Passenger endorsements are welcome to register anyday, we open up start dates as needed.

School Calendar

Holidays (no School)

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day

Hours of Operations

Tuesday to Sunday 7AM TO 5PM

Enrollment Periods

We offer open enrollment, once a student is enrolled and ready to start school, we offer new start dates every 2 weeks. Listed above.

Procedure for Requesting Accommodations:

Students with disabilities who require reasonable accommodations to fully participate in our programs are encouraged to contact our Office of Admissions to discuss their specific needs. The procedure for requesting accommodations is as follows:

1. Contact the Office: Students should contact the Office of Admissions at 509-831-4837 to schedule a confidential consultation. We encourage students to make this contact as early as possible to ensure timely consideration of their request.
2. Documentation: Students may be required to provide documentation of their disability from a qualified professional. This documentation will help us understand the nature of the disability and the accommodations that may be necessary.
3. Assessment: Our Coordinator will assess the provided documentation and, in consultation with the student, determine the appropriate accommodations.
4. Implementation: Once accommodations are agreed upon, our office will coordinate with relevant staff and faculty to implement these accommodations in a timely and effective manner.
5. Follow-up: Our office will follow up with the student to ensure that the accommodations are meeting their needs and make any necessary adjustments.

Sunnyside CDL School is dedicated to ensuring that all students, including those with disabilities, have equal access to all programs and activities. We strive to provide accommodations that are reasonable and effective in promoting academic success and program accessibility.

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board
128 – 10th Avenue Southwest
Olympia, Washington 98501
360-709-4600 workforce@wtb.wa.gov

Catalog certified as true and correct for content and policy.

X

Jorge Galvan
Owner

Date _____