

## ADMINISTRATIVE POLICY

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

### HIRING AND MAINTAINING CERTIFIED AND CLASSIFIED COMMERCIAL BUS DRIVERS

Certified and Classified Staff who are eligible may apply for Part-time Substitute Bus Driver positions and will receive compensation as a Substitute Bus Driver. Part-time Substitute Bus Drivers will be trained and certified to support the needs of the Student Transportation Department.

Certified and Classified Staff must meet the following requirements to be considered for the Part-time Substitute Driver position:

- No Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) convictions less than 10 years old. Any conviction more than 10 years old will require an exception to policy as outlined in the Hiring and Maintaining of Commercial Drivers ([OPS-A001](#)).
- No more than one (1) serious traffic violation in the past 12 months, or two traffic violations (other than parking) in the preceding 24 months.
- No more than one (1) serious property damage or serious injury accident or two (2) incidents in the preceding 24 months.

All CMCSS employees who operate a commercial vehicle must follow all Local, State and Federal laws and guidelines.

#### Associated Documents:

- ([OPS-A001](#)) Hiring & Maintaining
- State Motor Vehicle Report

#### Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/1/22		Initial Release
9/8/22	A	Added the missing policy number and effective date to text box on top right side of page
2/1/24	B	Removed "preventable"

**\*\*\* End of Policy \*\*\***



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